Carrier Management – EK Quote & Booking

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Carrier Management – EK Quote & Booking

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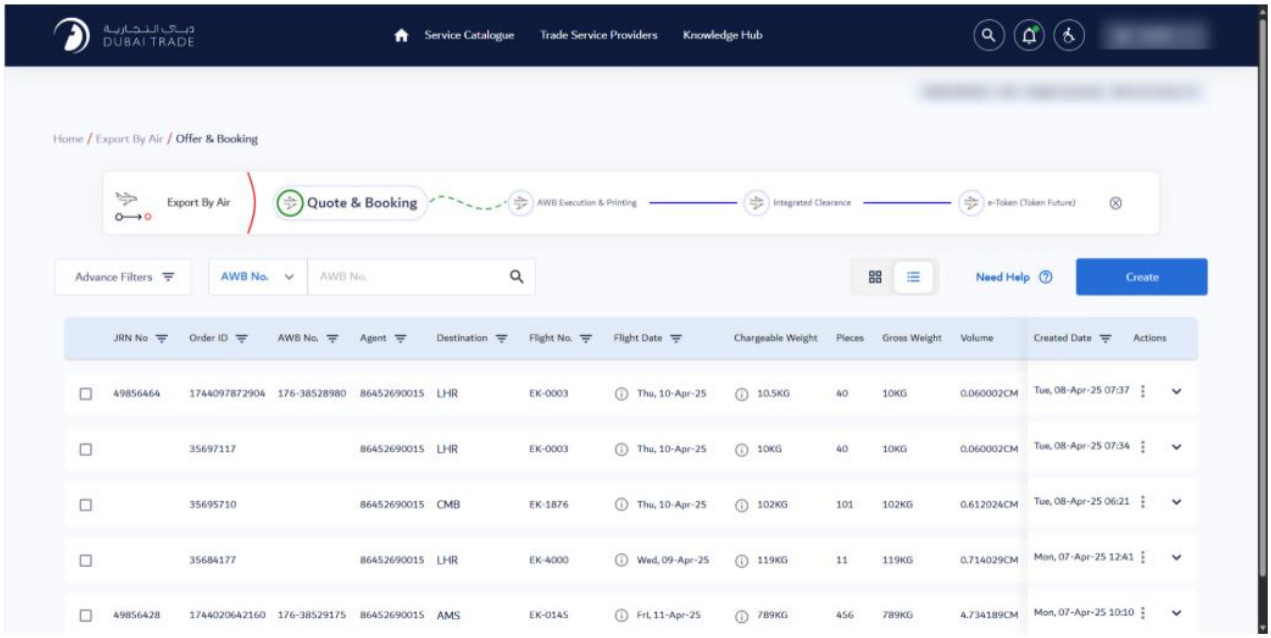
DOCUMENT DETAILS

Document Name	Carrier Management – EK Quote & Booking
Project Name	
Business Unit	Dubai Trade
Author(s)	DT Training Dept.
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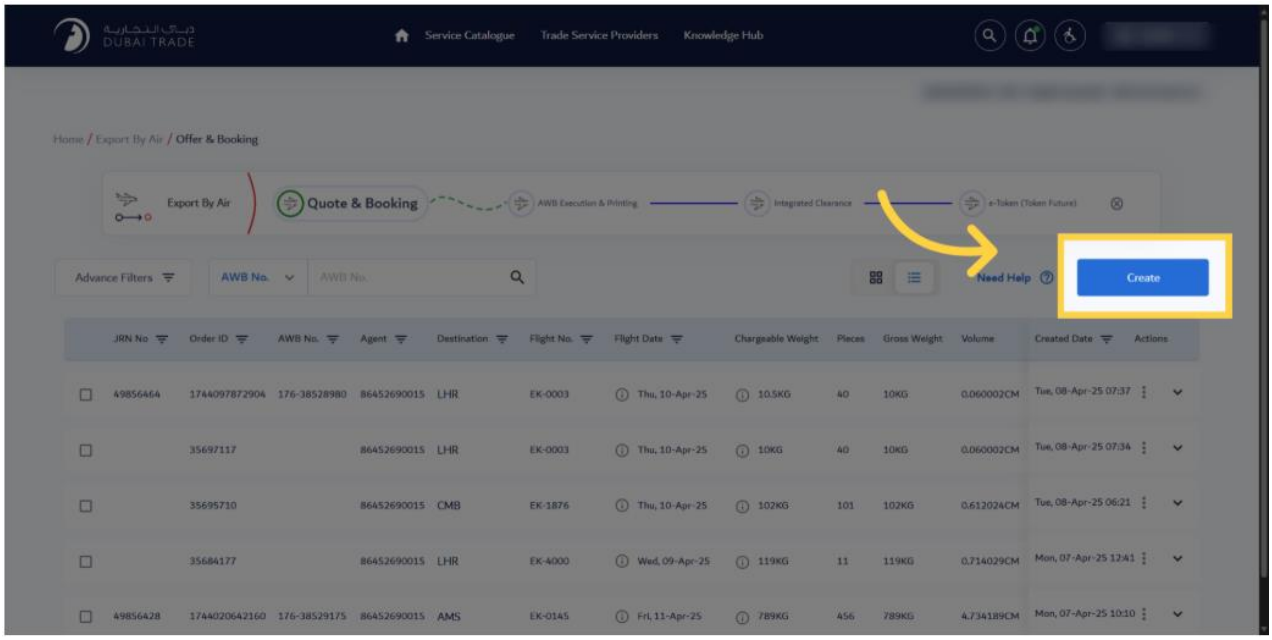
This guide provides detailed instructions to navigate and utilize the EK Quote and Booking service on the Dubai Trade platform efficiently.

1. **Quote & Booking Page**

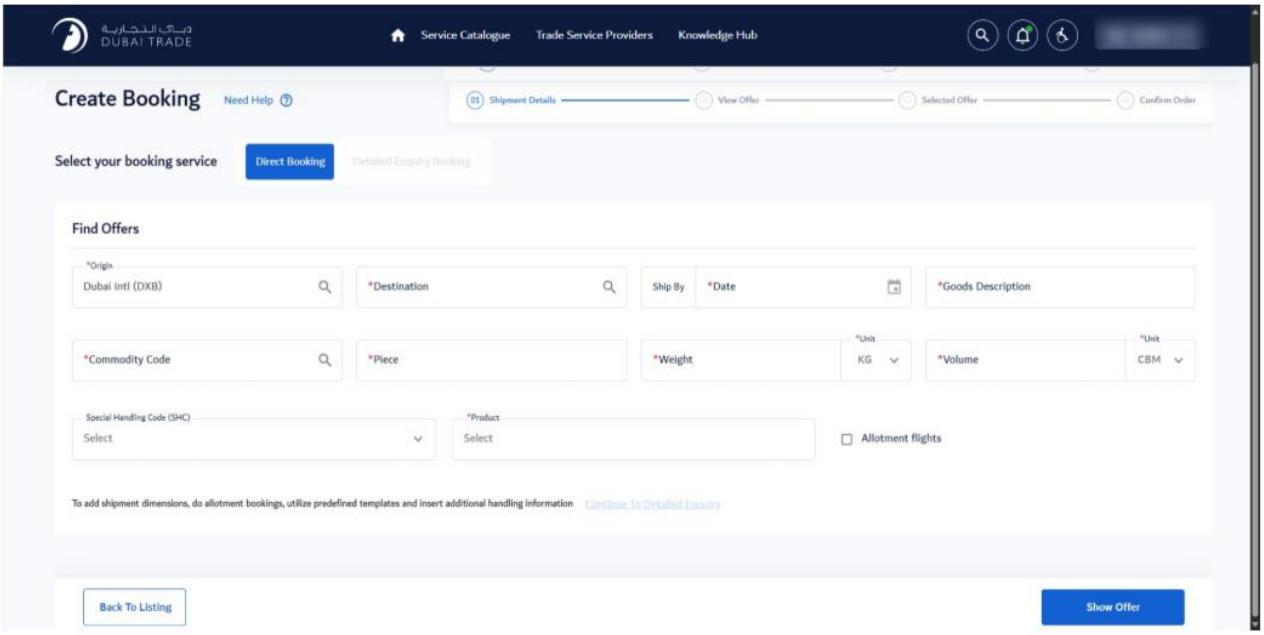
Landing Page is your starting point for using the service. From this page, you can make a new export booking and manage existing bookings.



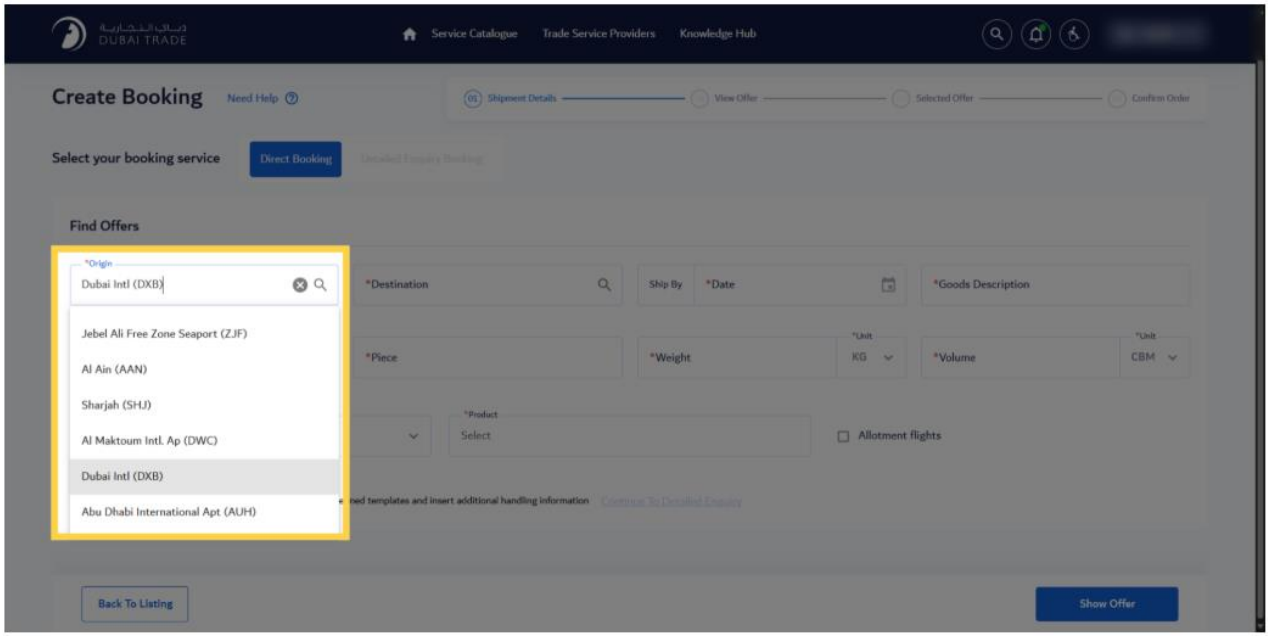
Let's begin to make a new booking by clicking on "Create." button.



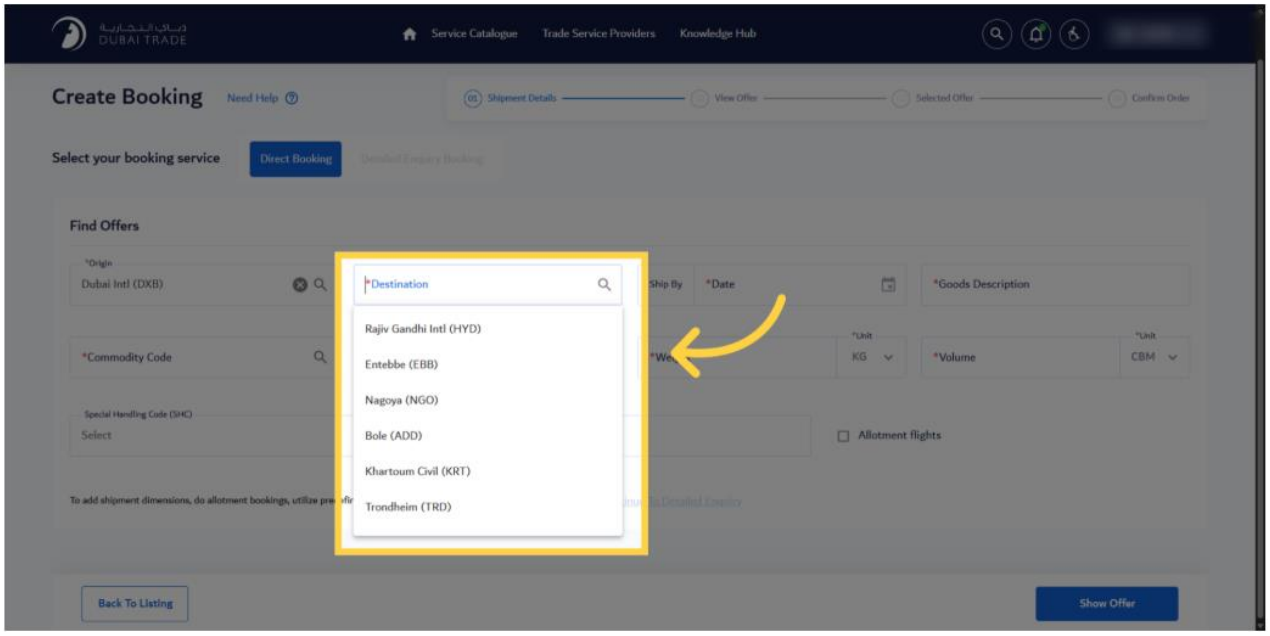
Enter all the mandatory fields marked in red asterisk.



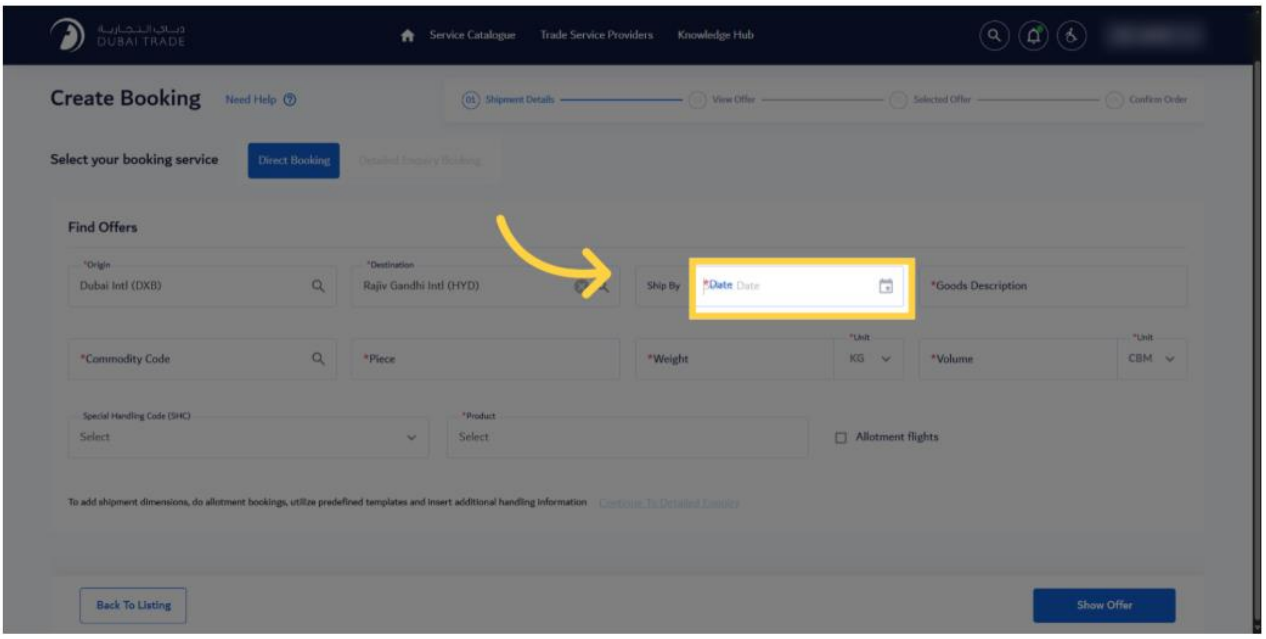
Choose the origin airport of export from the provided list or use the smart filter search feature by typing the required details directly into the text box.

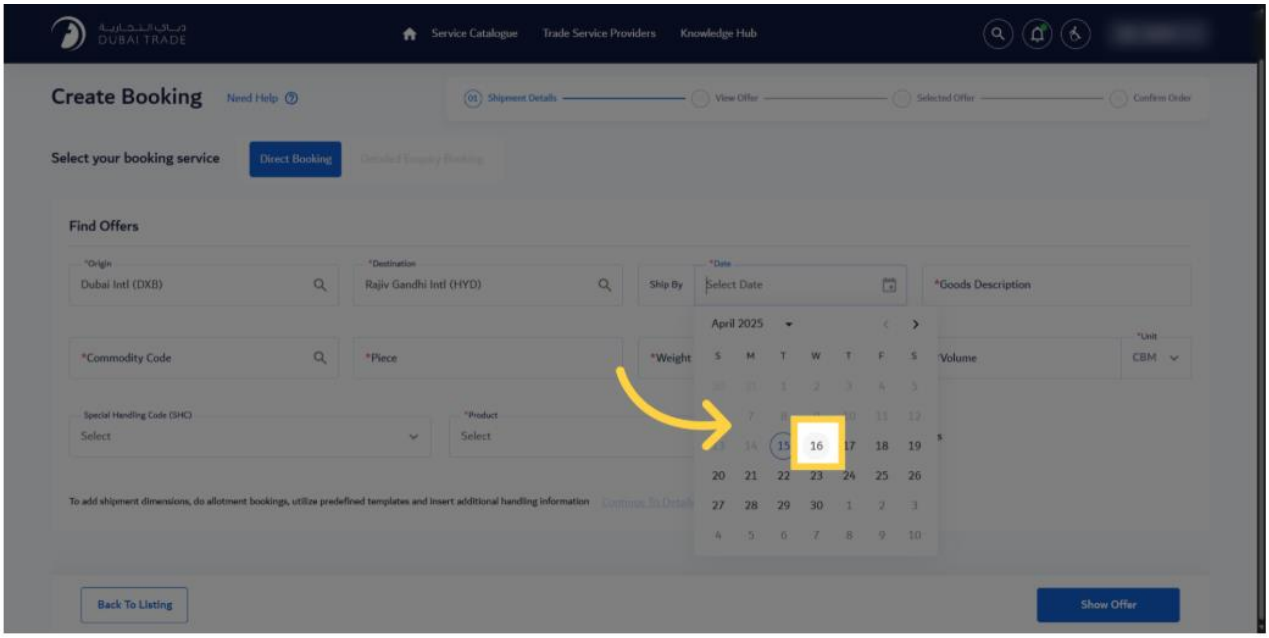


Choose the destination airport from the list provided.

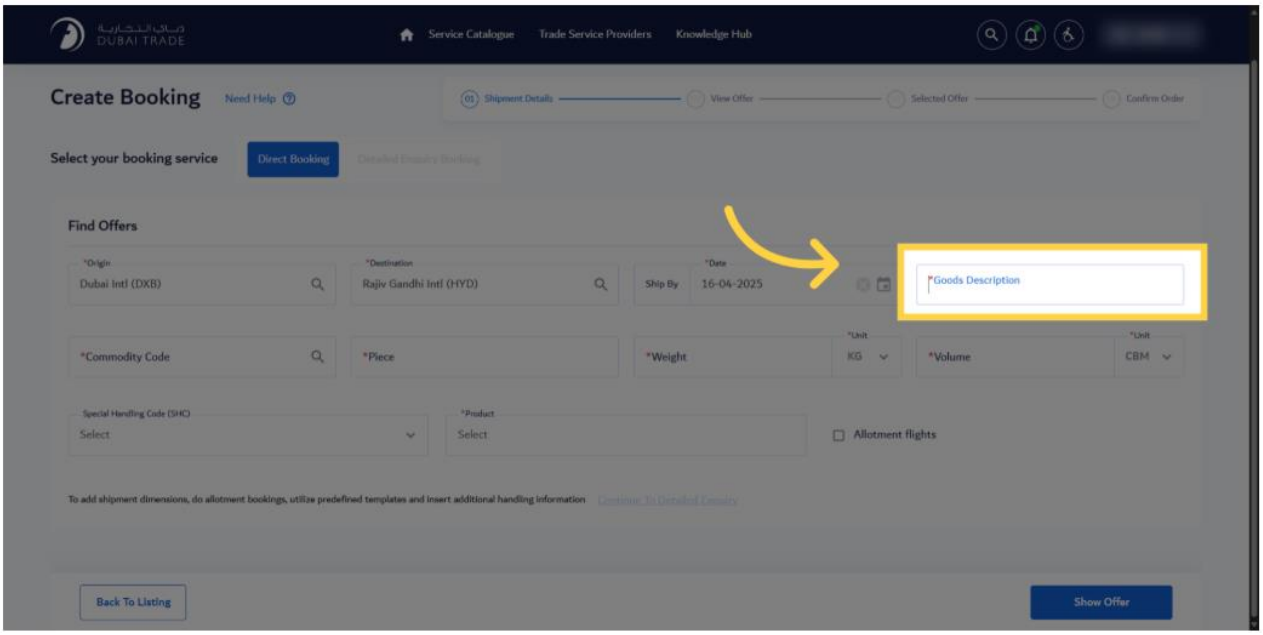


Choose the date when you would like the cargo to be shipped using the calendar menu.

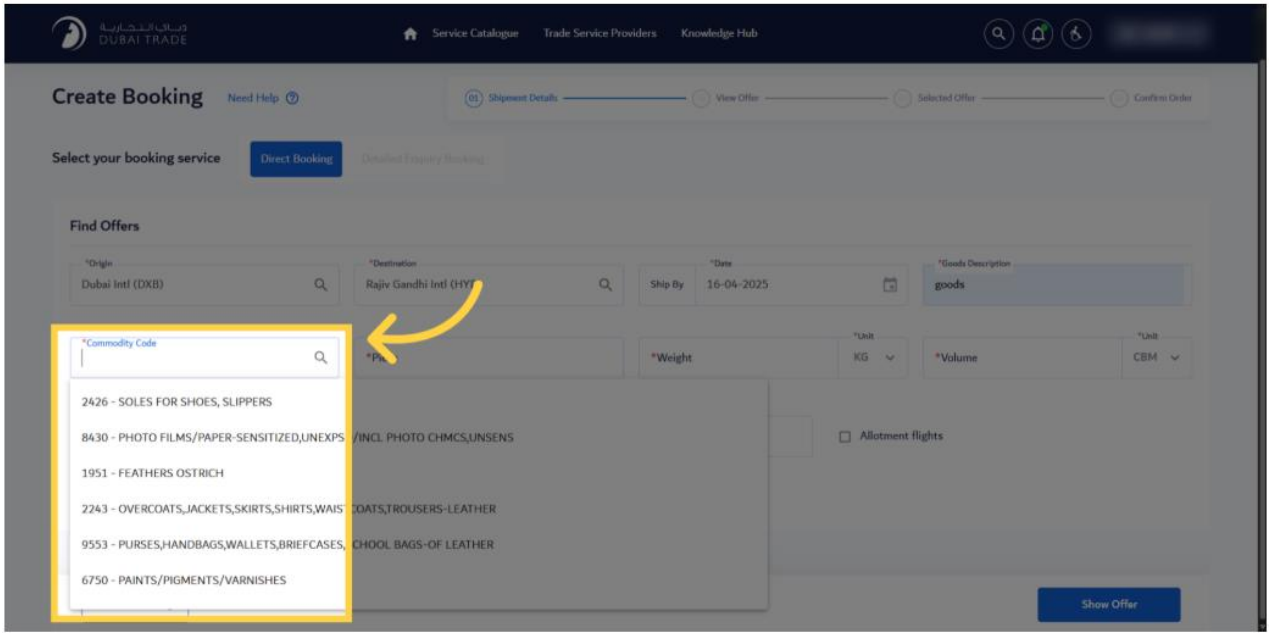




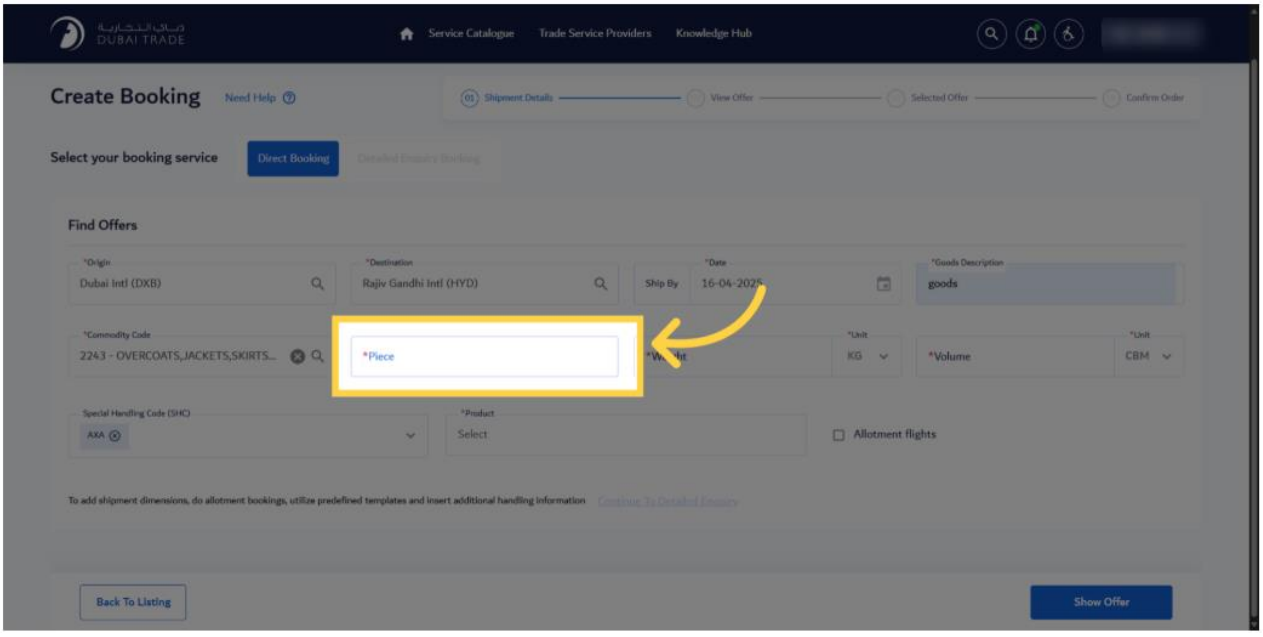
Enter a comprehensive description of the good



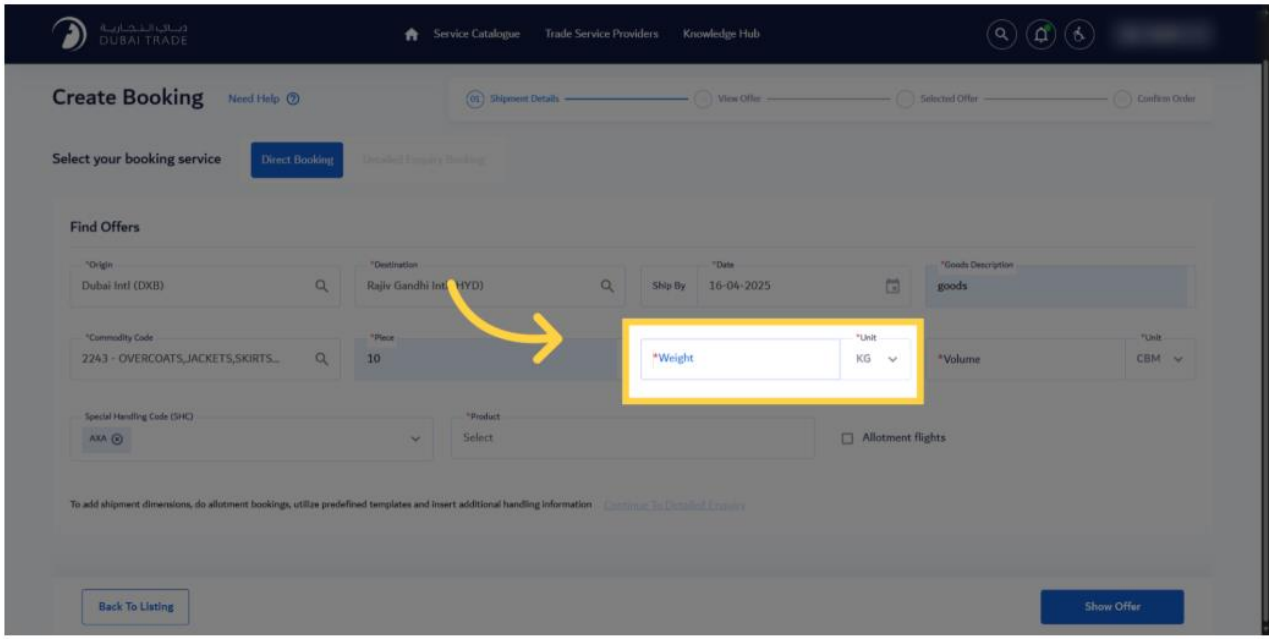
Choose the appropriate Airline "Commodity Code" from the list or type into the text box to filter search.

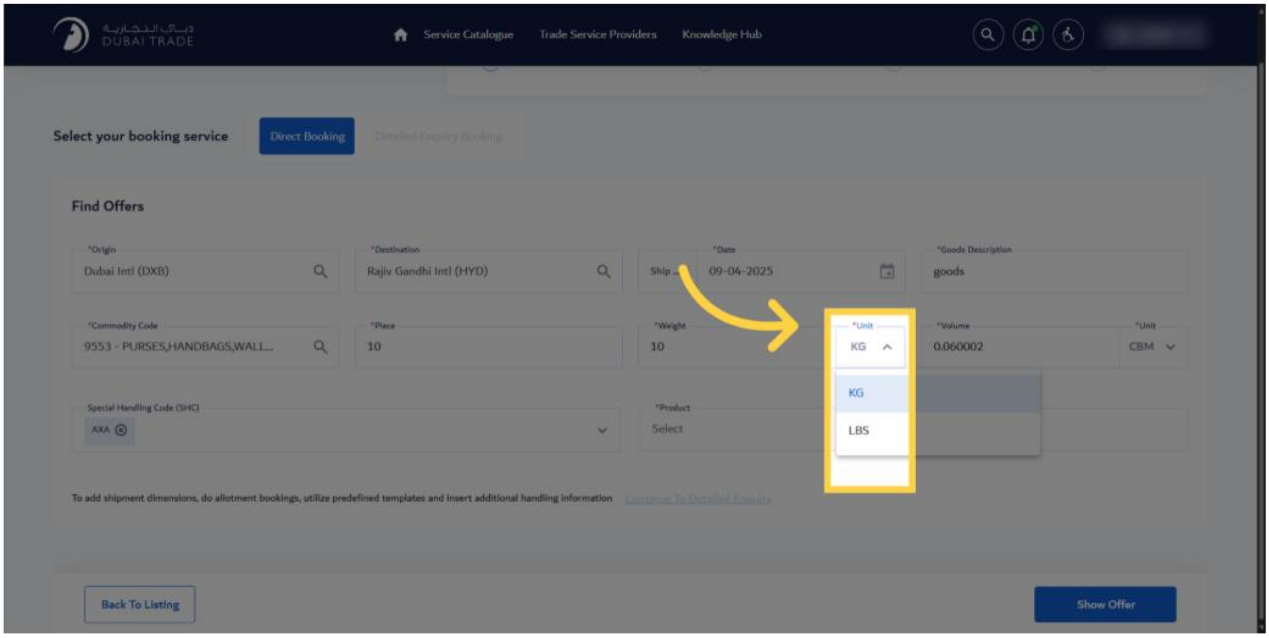


Enter the number of pieces.

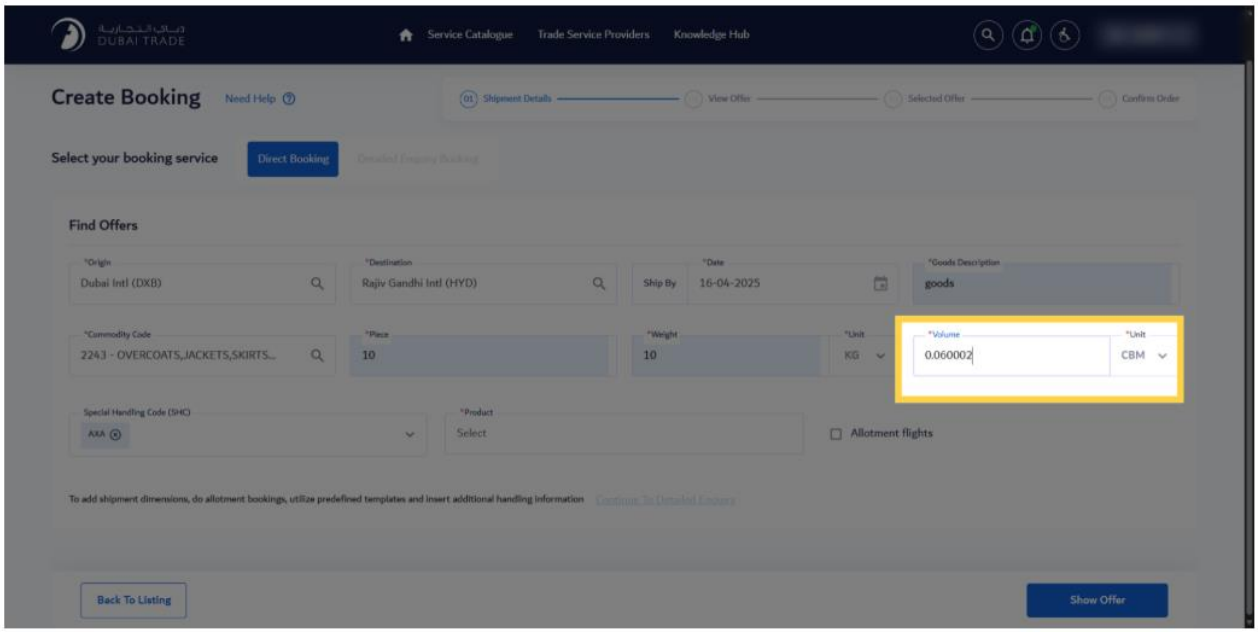


Enter the weight along with its unit of measure in "**kilograms**" or in "**pounds**"

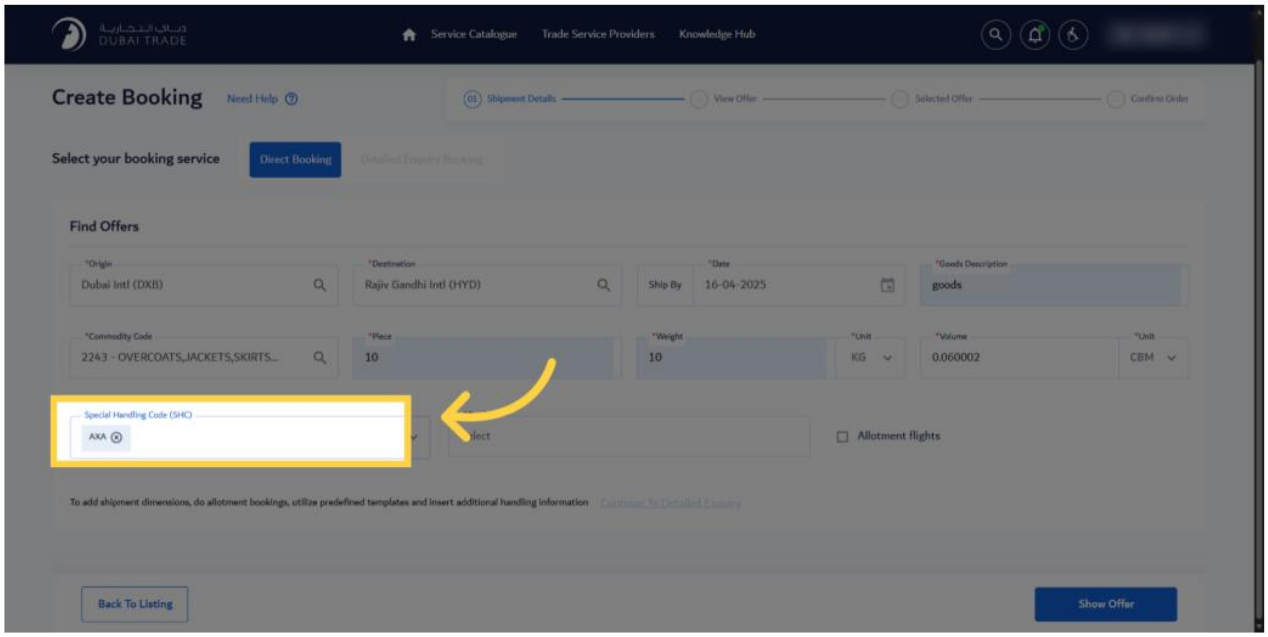




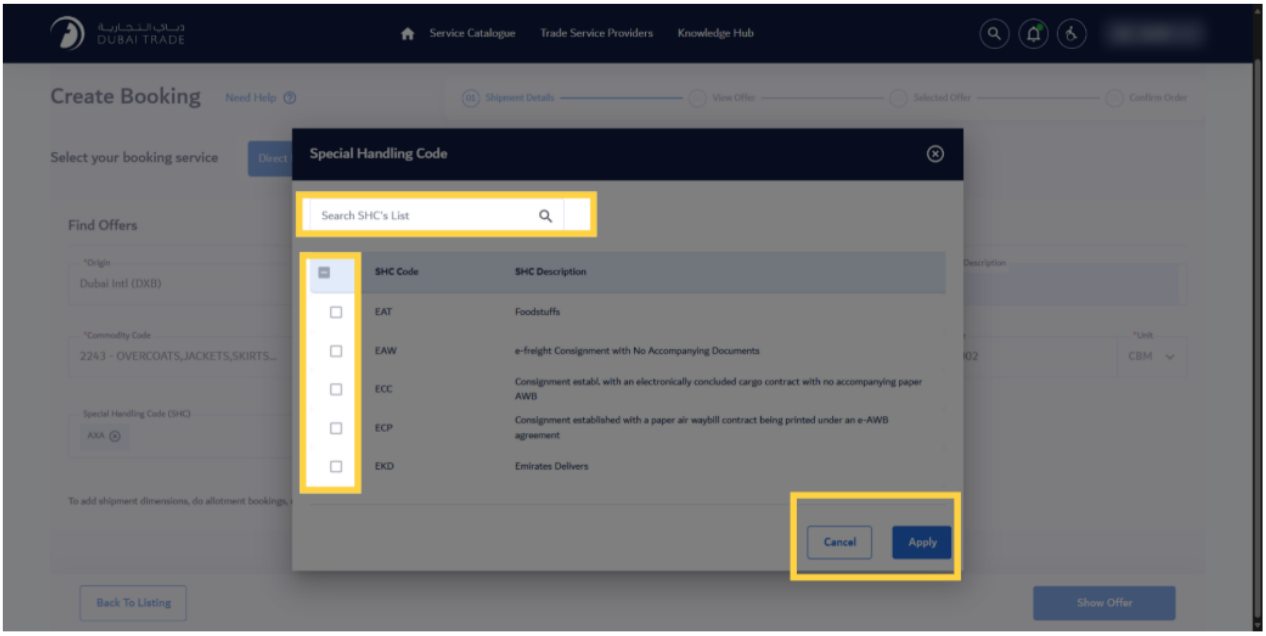
The cargo volume will be auto calculated based on the number of pieces and the cargo weight you have specified.



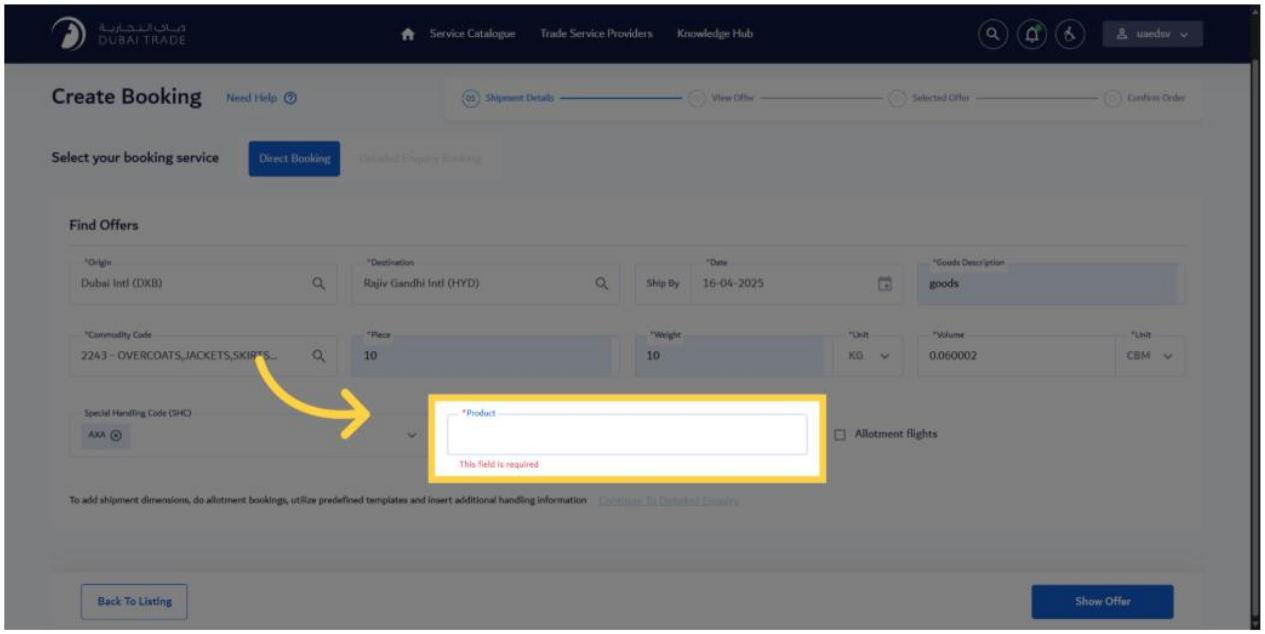
Choose the appropriate special handling code from the provided list.

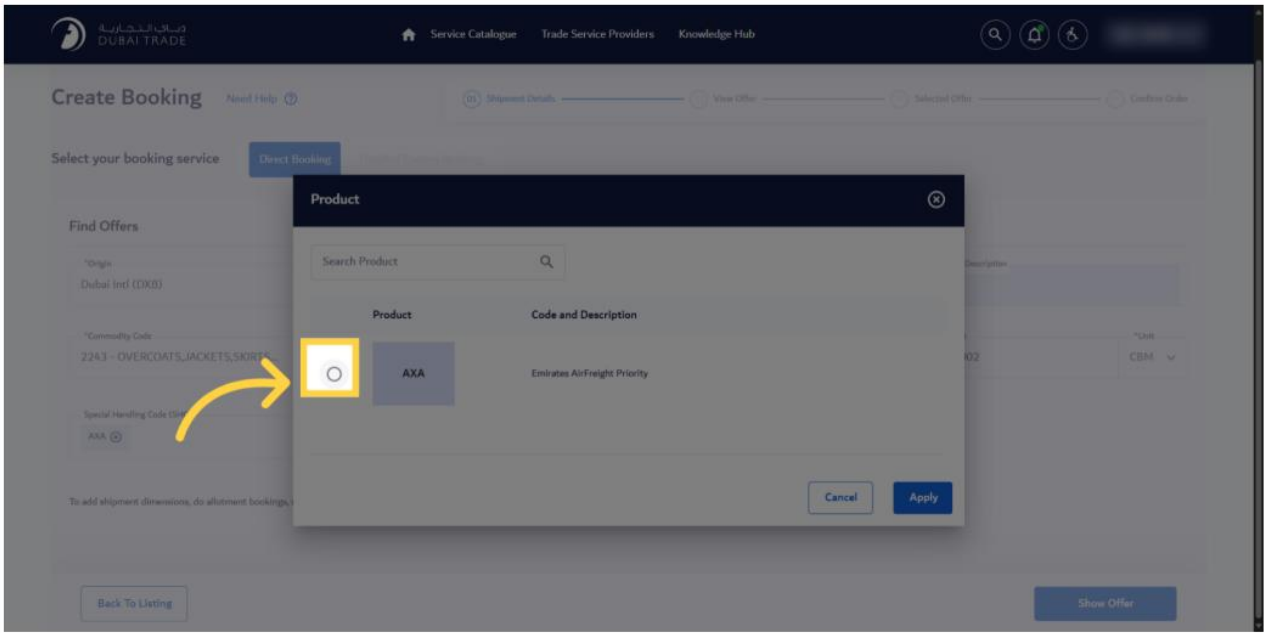


On the pop up screen, you can search and choose multiple codes as required. Click Cancel to go back or Apply to confirm your selection.



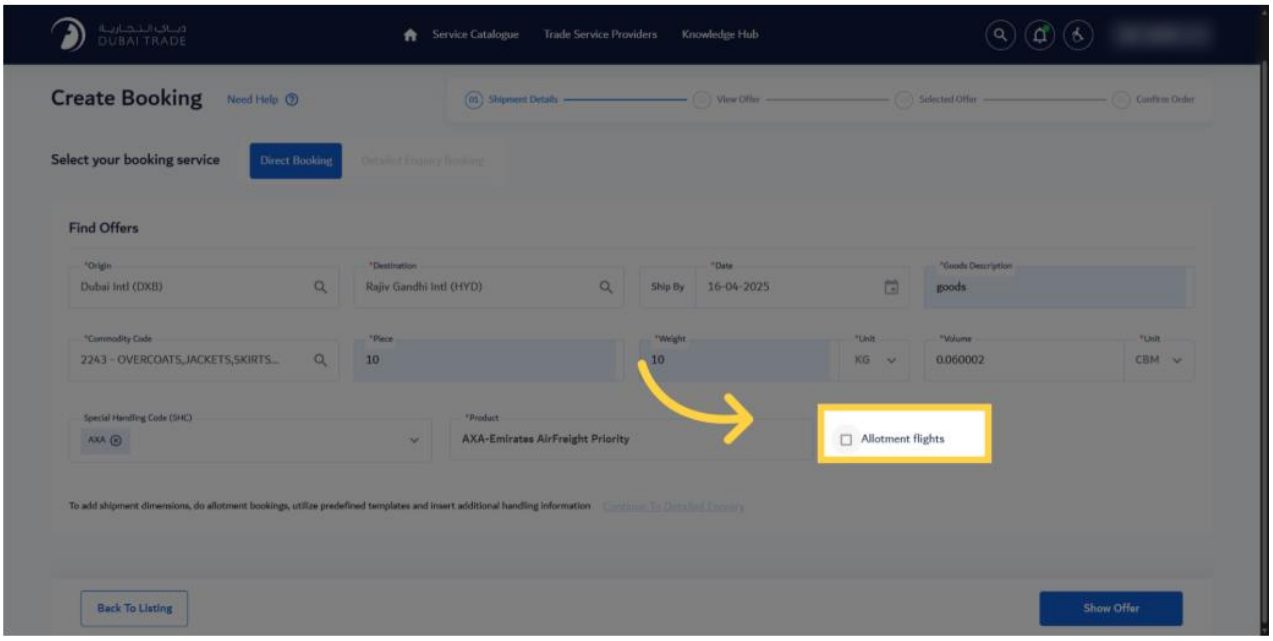
Choose the appropriate product code based on the Special Handling Code.



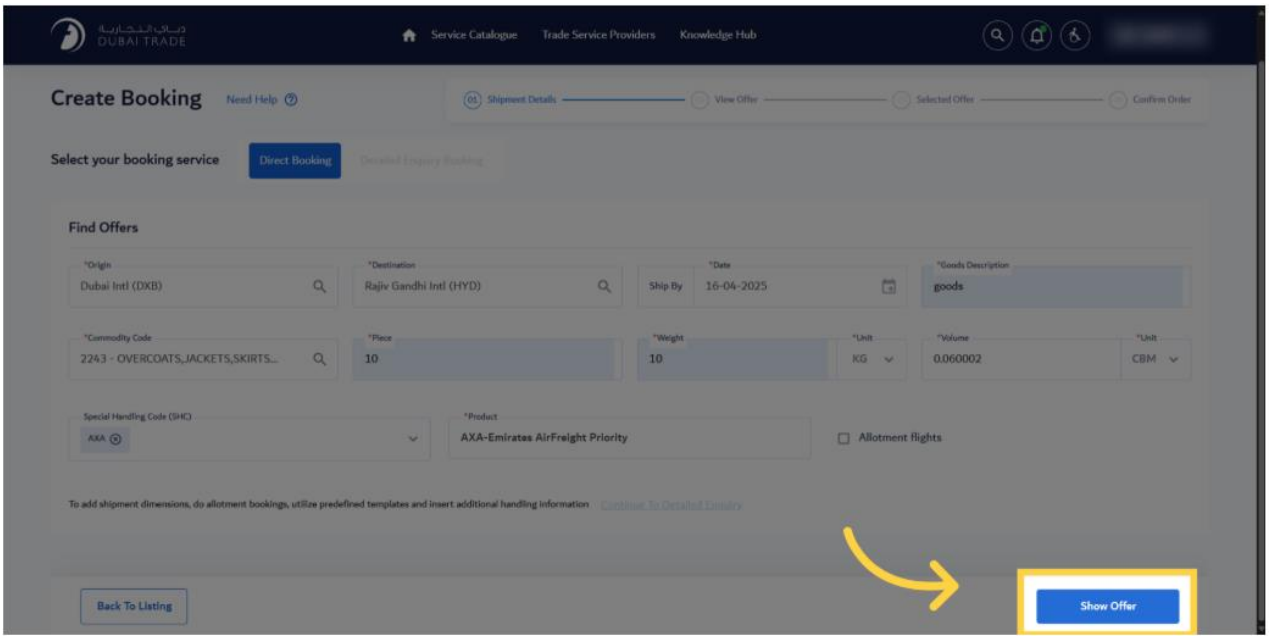


To view flights with allotment codes, please choose **Allotment Flights**.

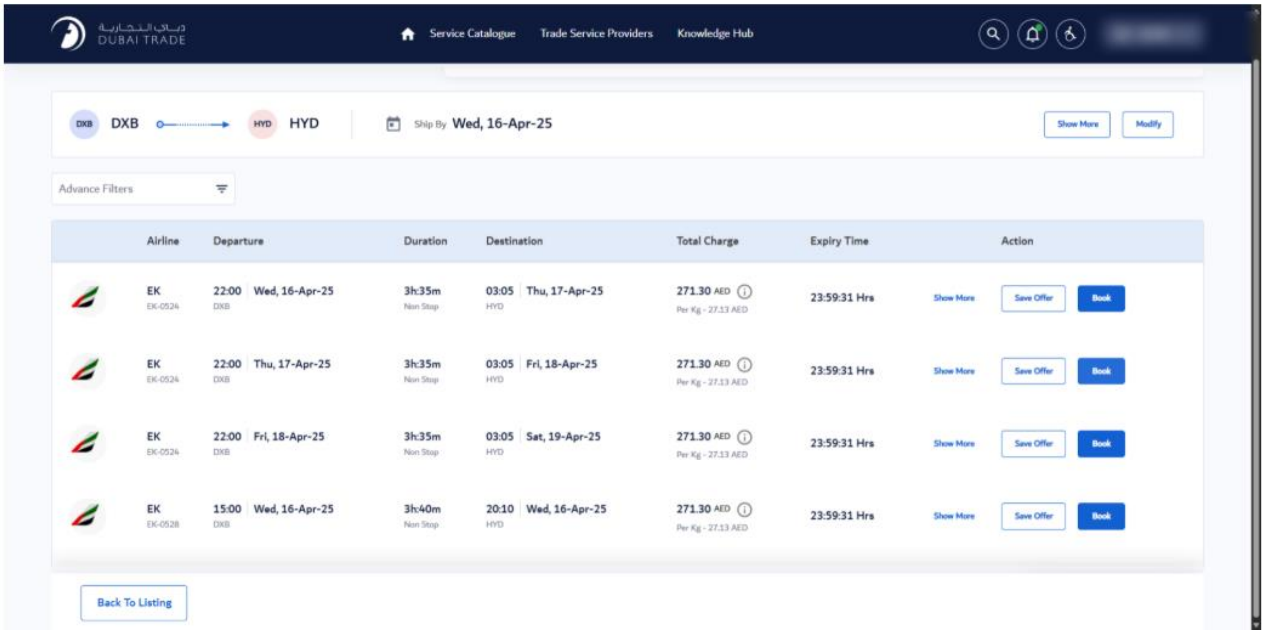
These flights have a pre-assigned space allotment for a specific agent on a specific route. This feature allows users to easily identify and select flights where confirmed space has been allocated under an existing allotment agreement.



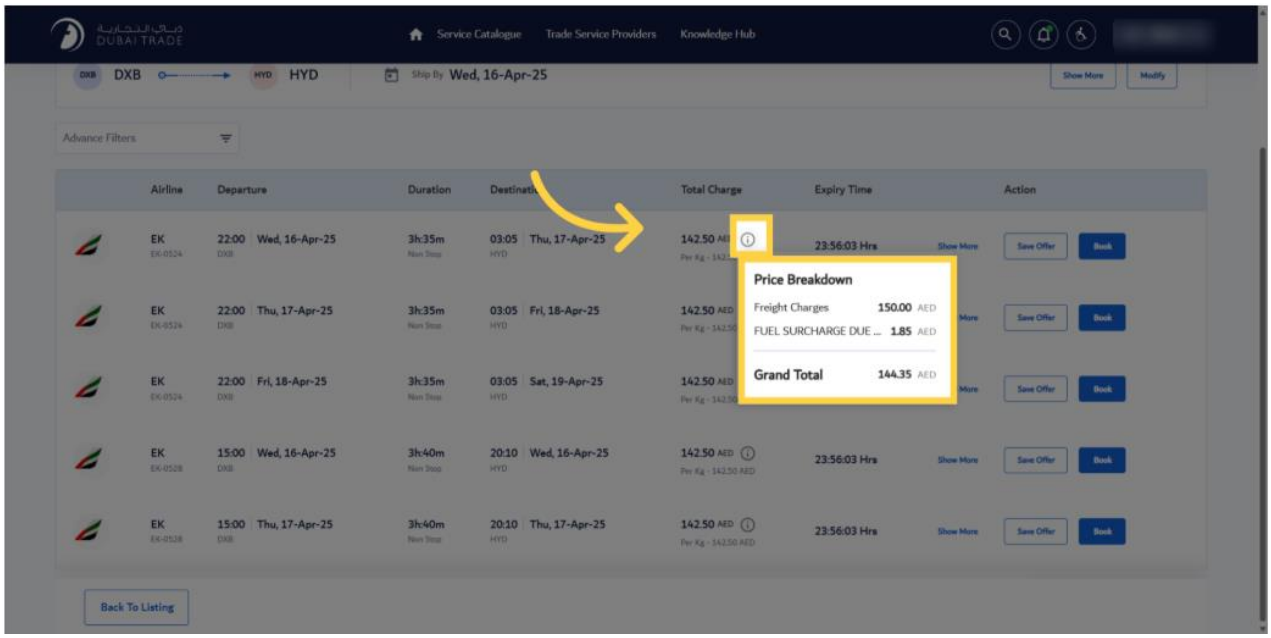
Search available flights by clicking "Show Offer".



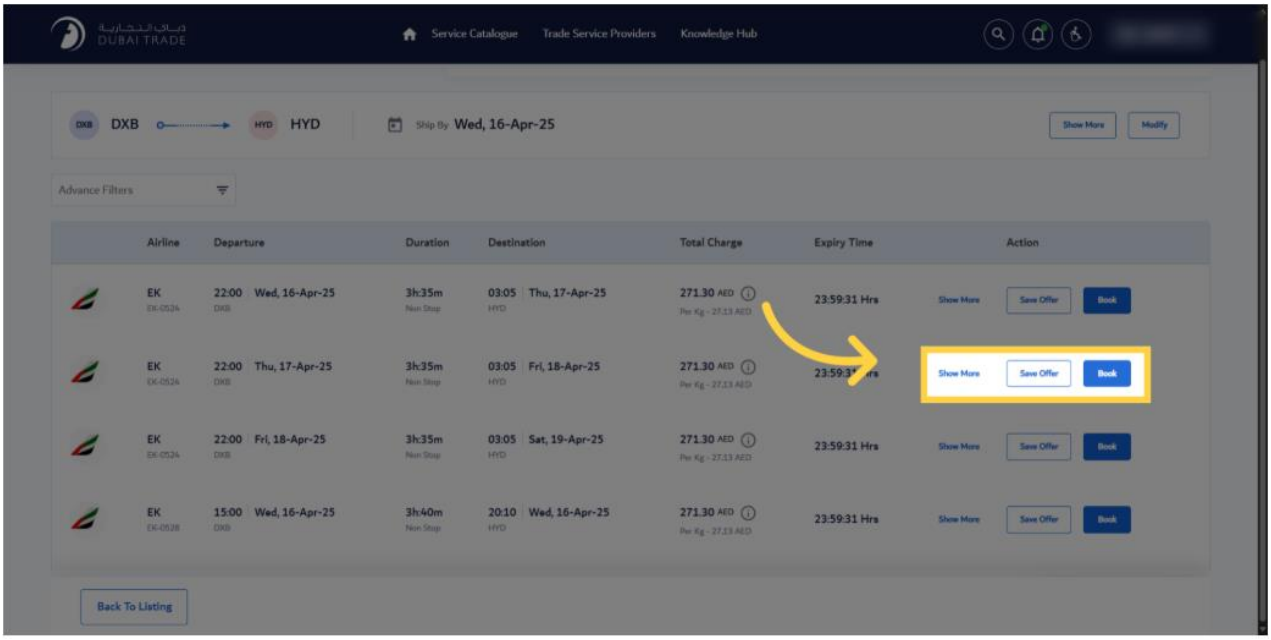
You will be given a list of rates available for booking.



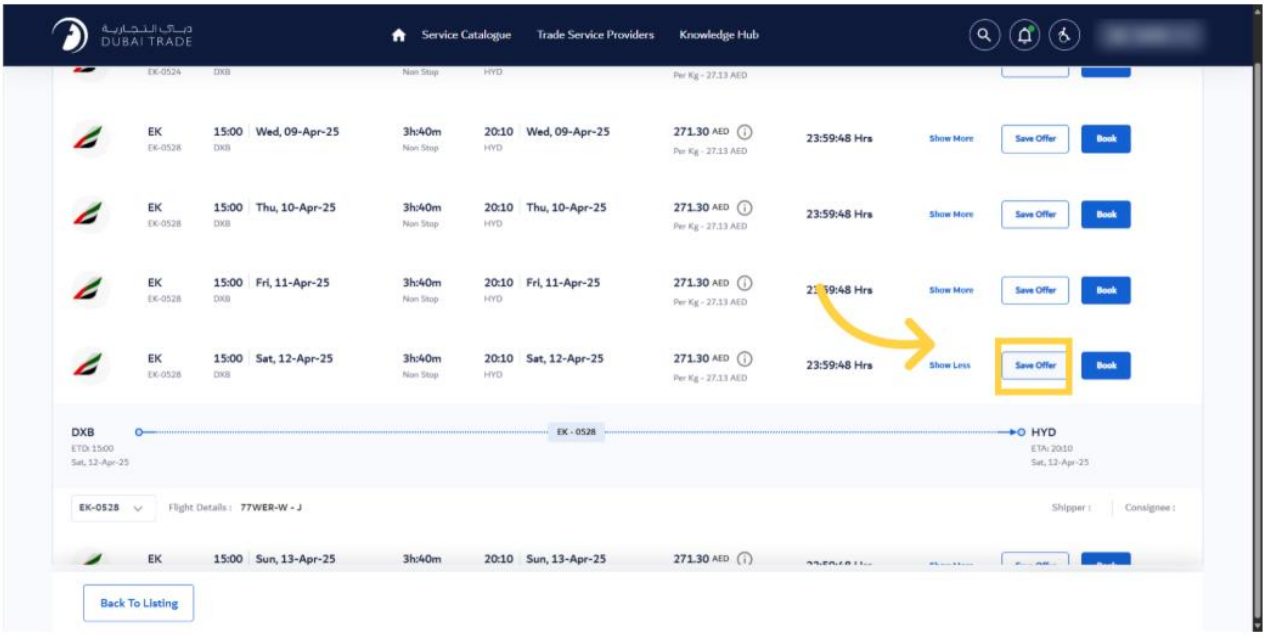
To view the rates breakdown, click on the "i" icon.



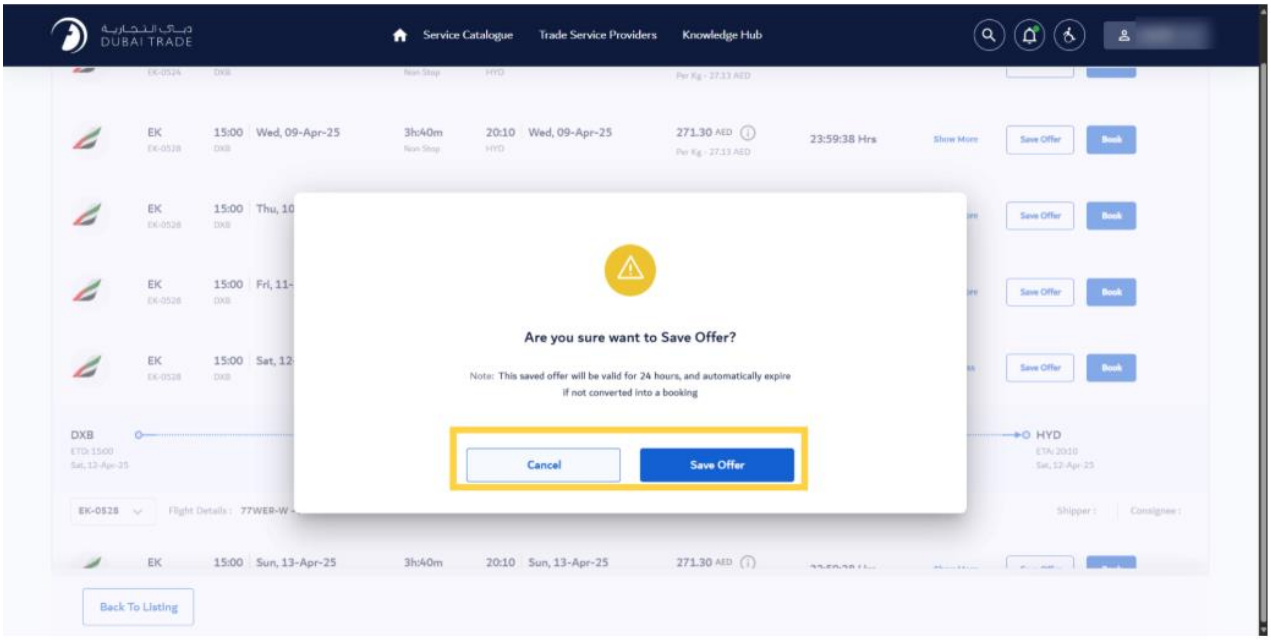
You can click on **Show More** to see flight details, **Save Offer** and **Book** to confirm.



You can either Save Offer to reserve the rate.

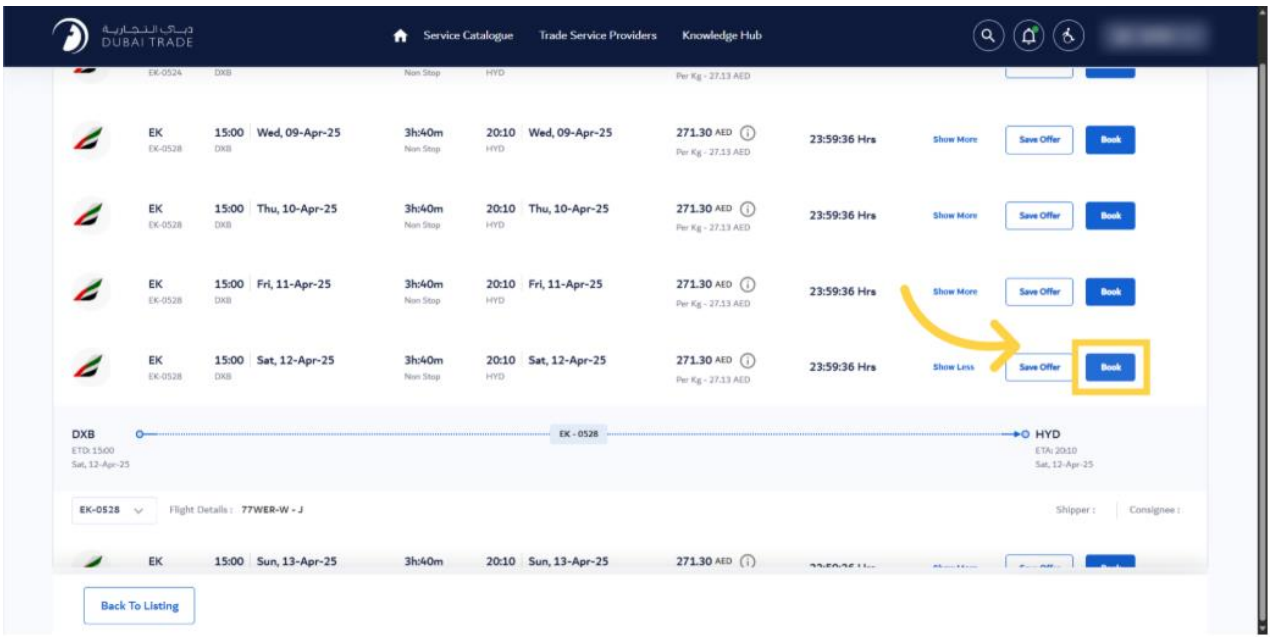


You only have **24 hours** to lock in the selected rate and will be automatically cancelled if not confirmed into a booking. Click "cancel" to go back or "Save Offer" to continue.

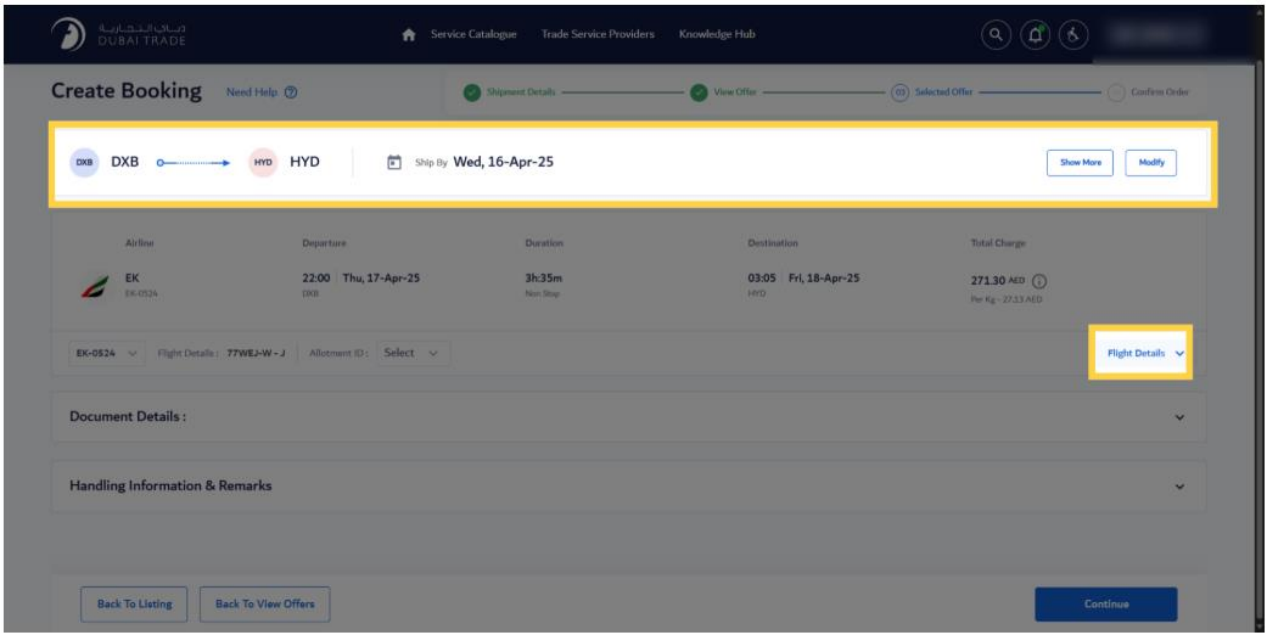


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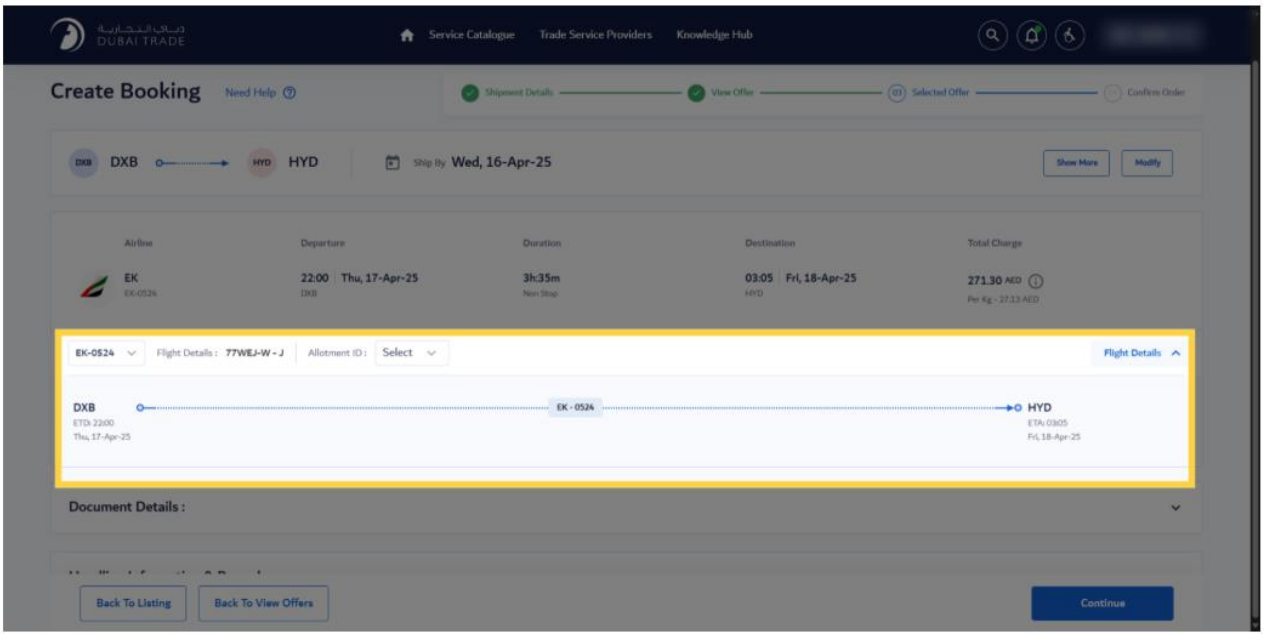
You can immediately proceed with booking by choosing "**Book**."



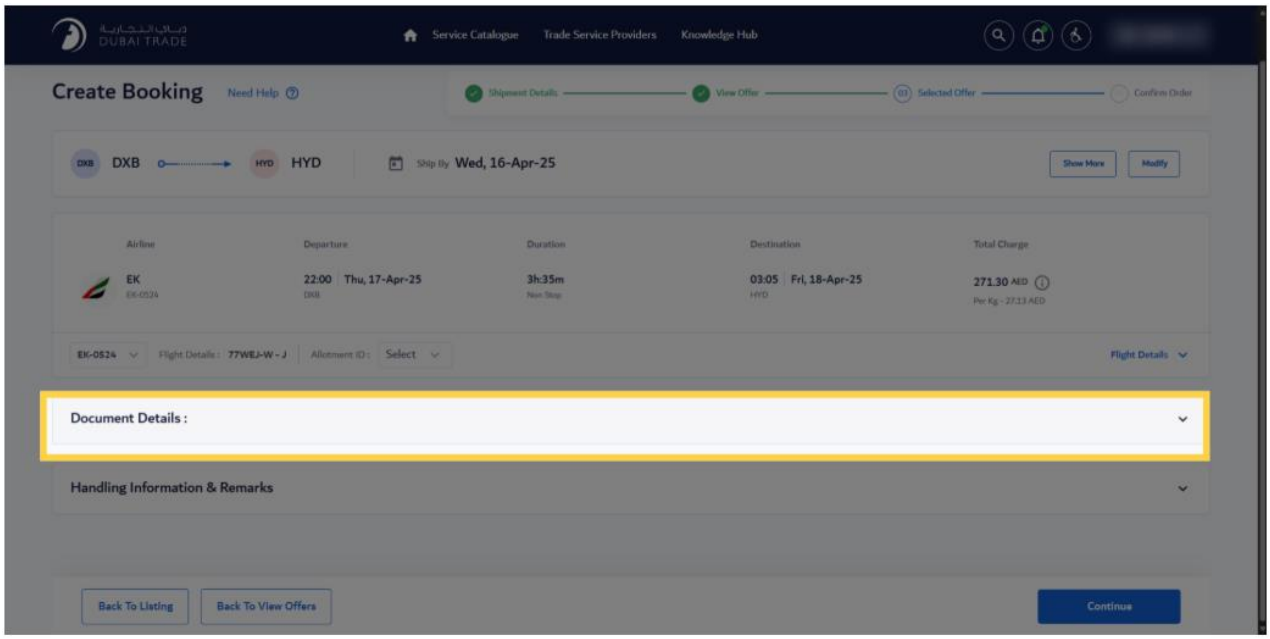
You can view the details of the selected flight or click Modify to change.



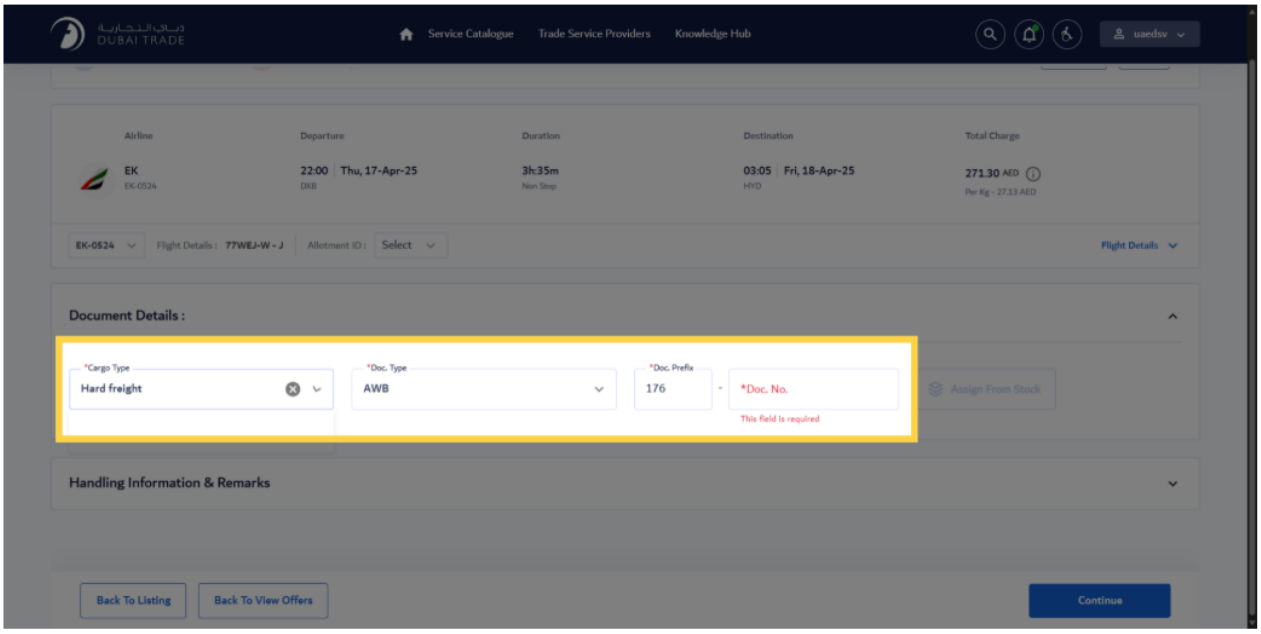
Access the Flight Details.



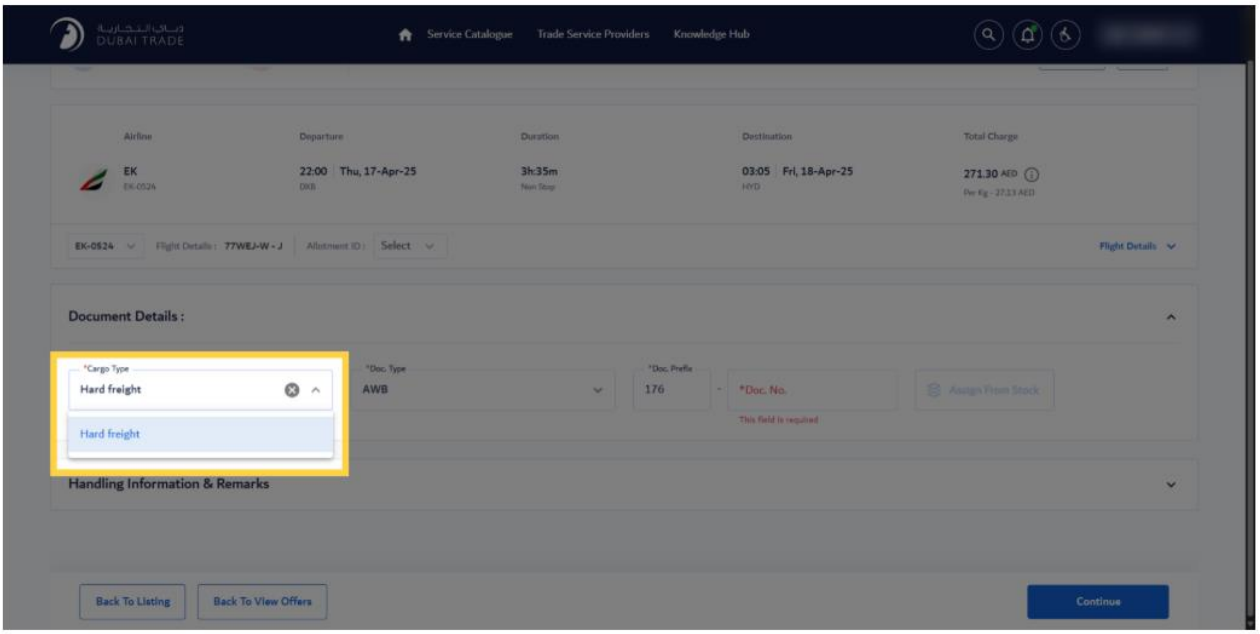
You can now proceed to enter the Document details associated with this booking.



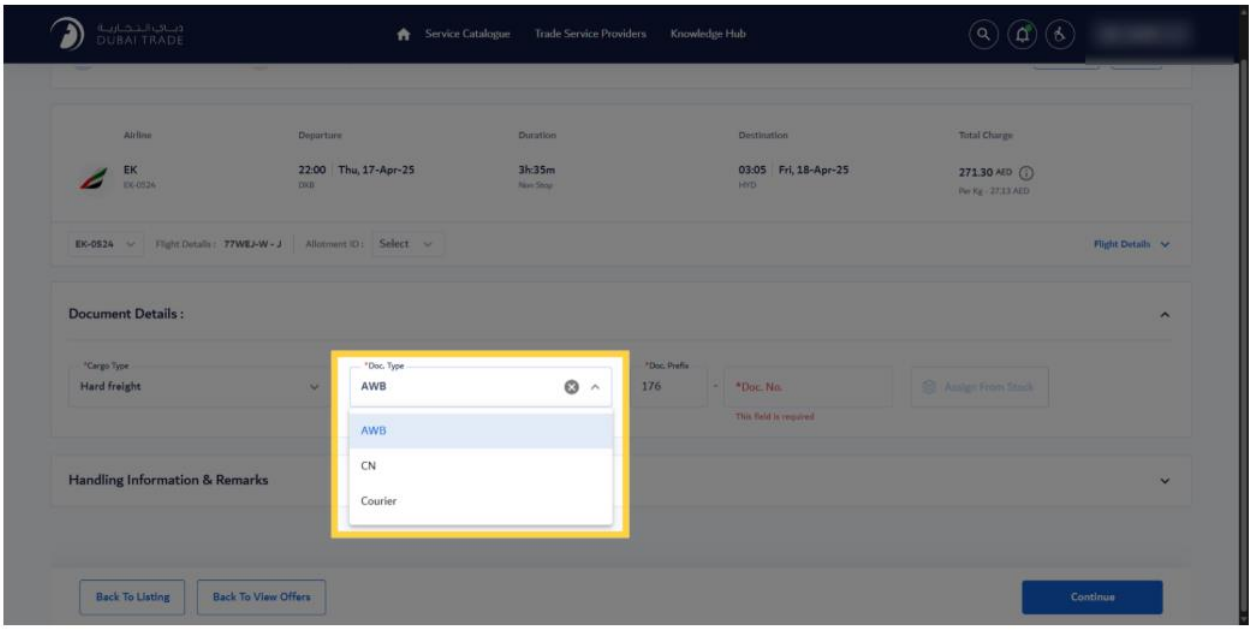
Select the **cargo type**, **Document Type** and the **Document Prefix** and **Number**



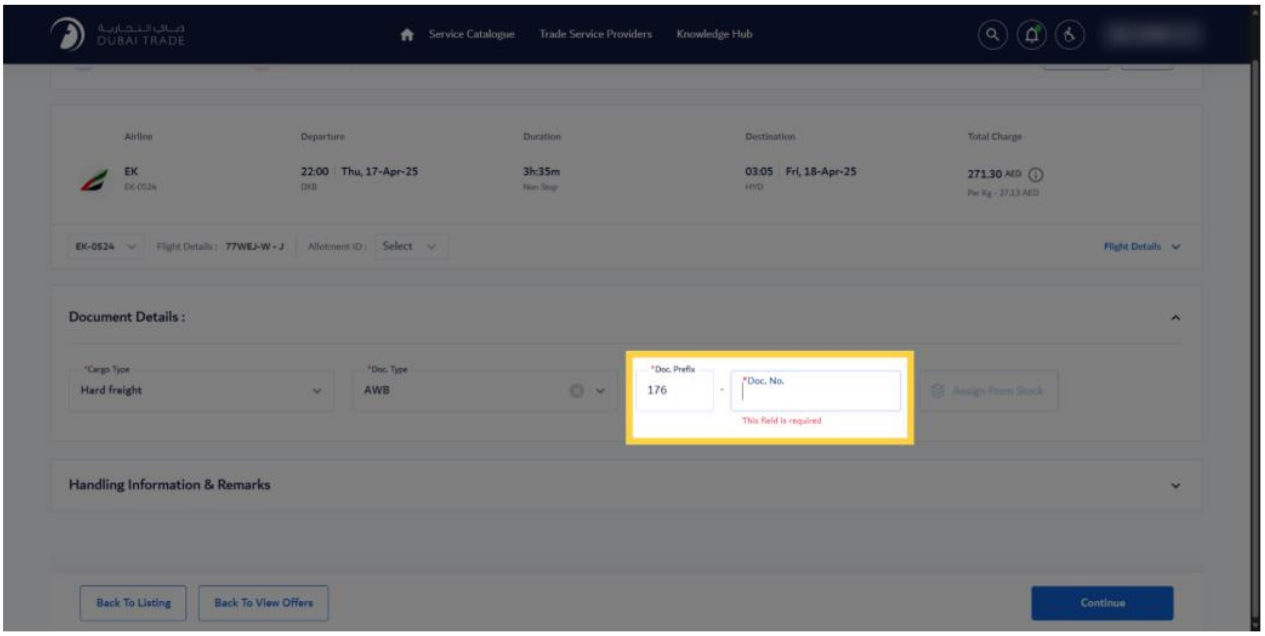
Access the "**Hard freight**" section.



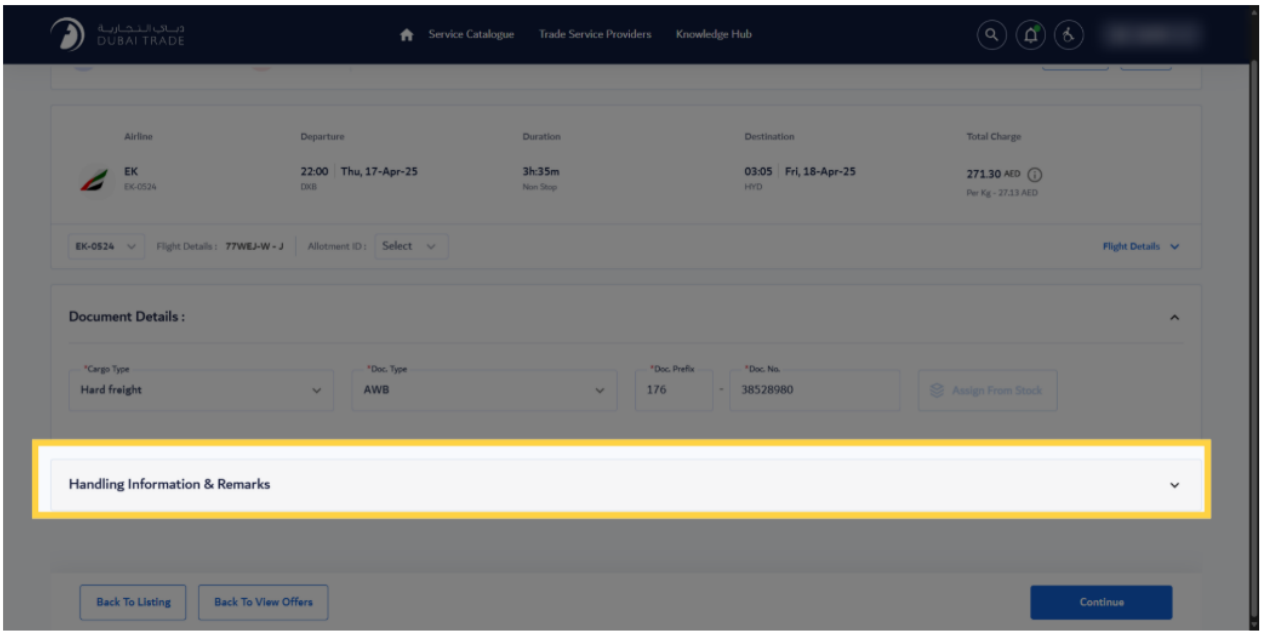
Choose the Document Type as **AWB**, **CN**, or **Courier.**



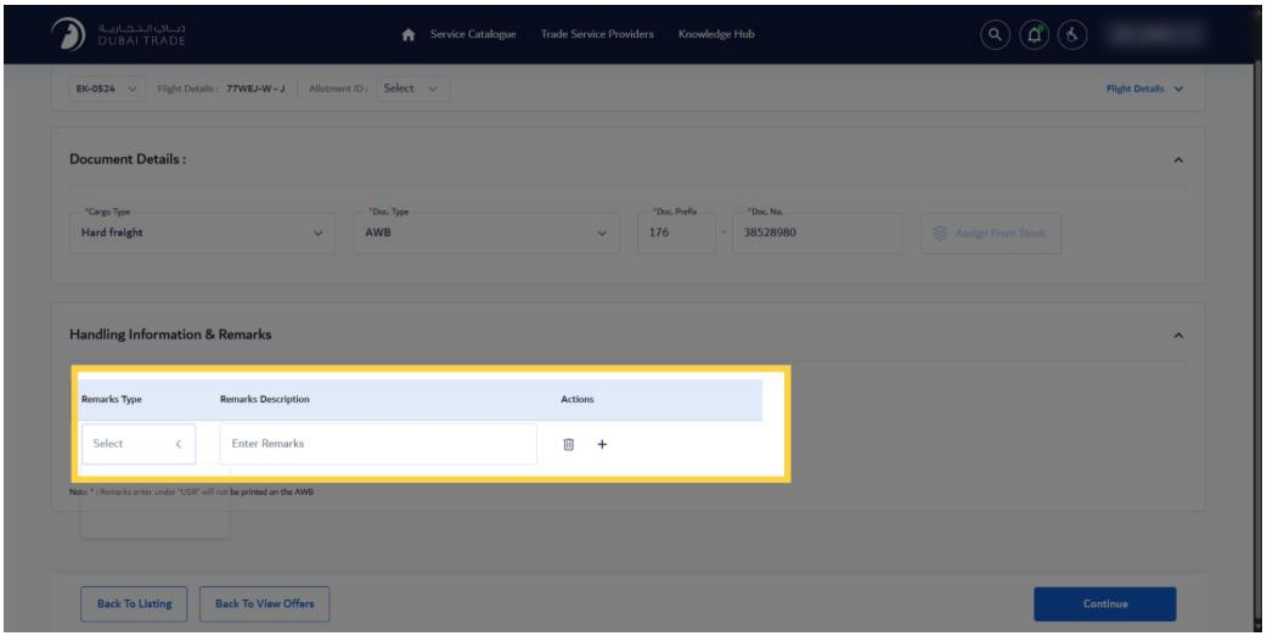
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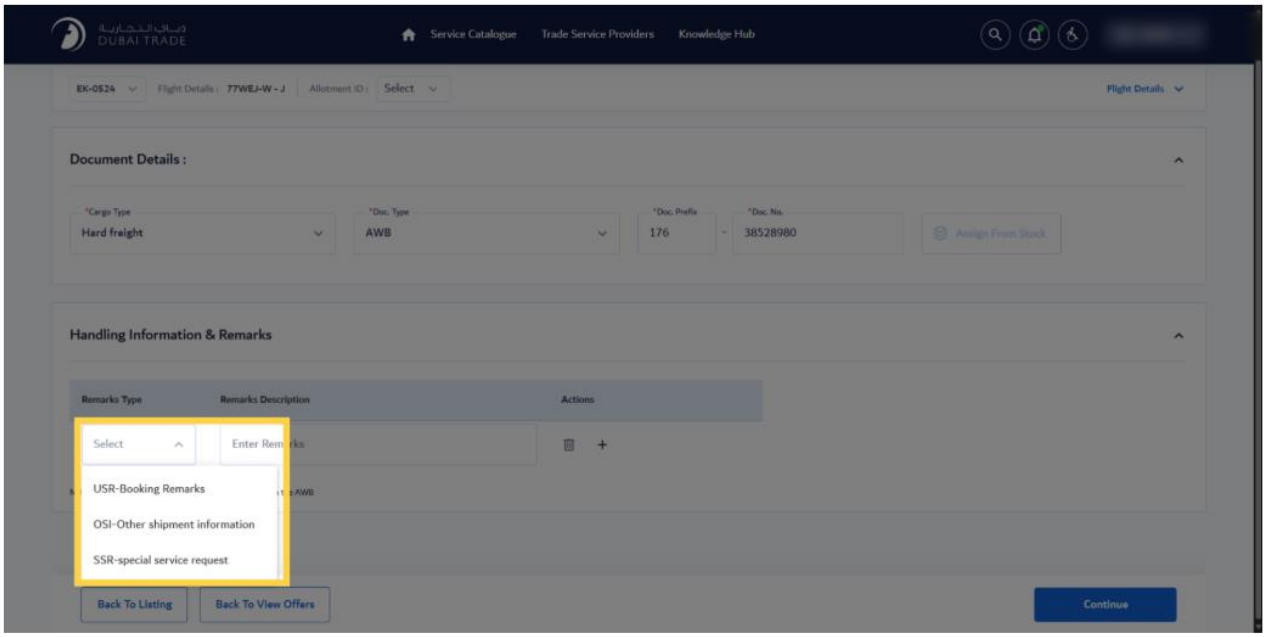
Now, proceed with specifying your **Handling Information & Remarks**



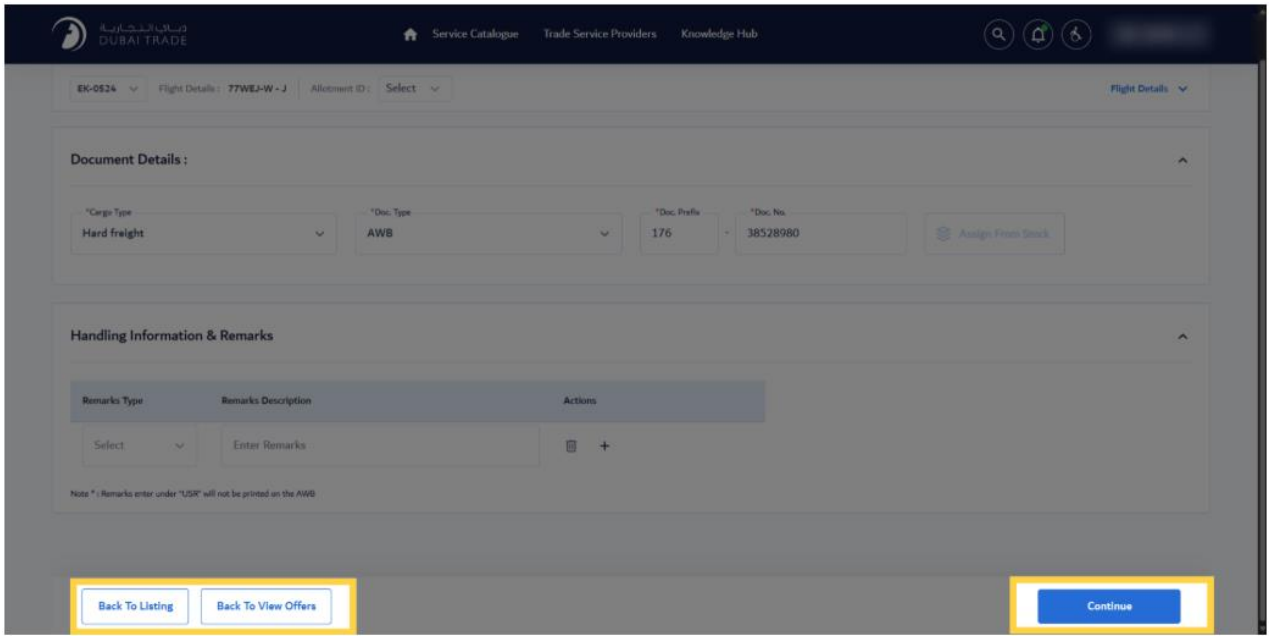
Select the **Remarks Type** from the dropdown menu and enter the **remarks description**. You can delete or add more if required.



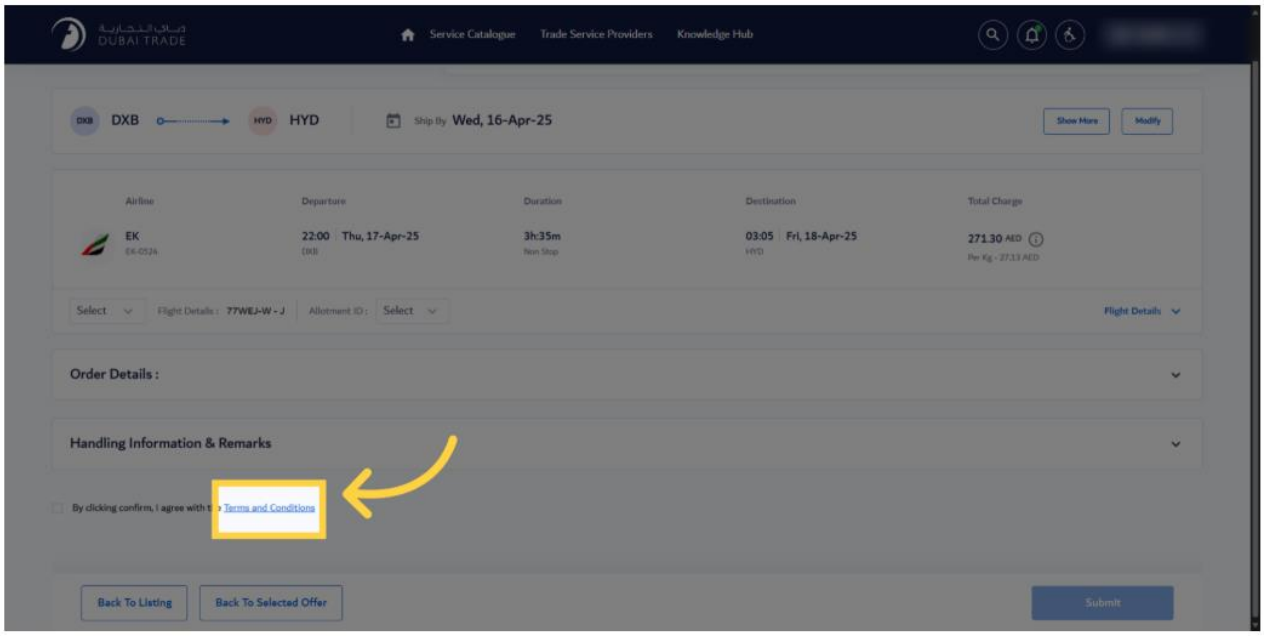
The available types for selection are **U.S.R (Booking Remarks), O.S.I. (Other Shipment Information) and S.S.R (Special Service Request)**



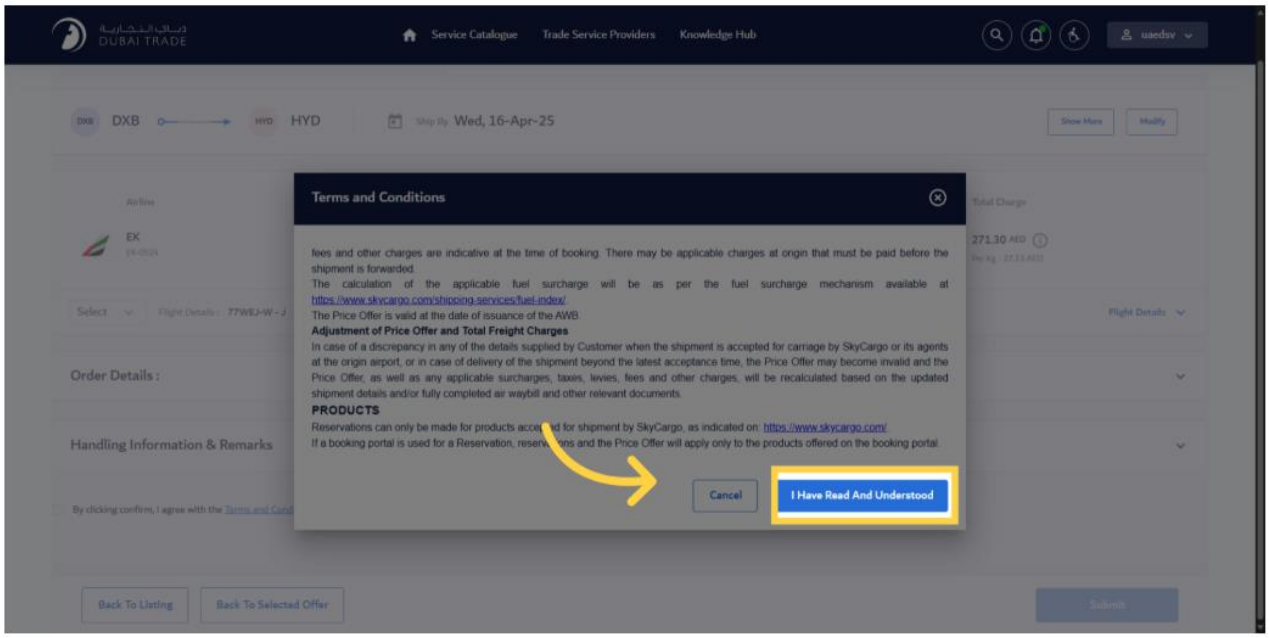
When you are finished, click on continue. You will still have an option to go back to the offer listing or to the previous page by clicking on the back options.



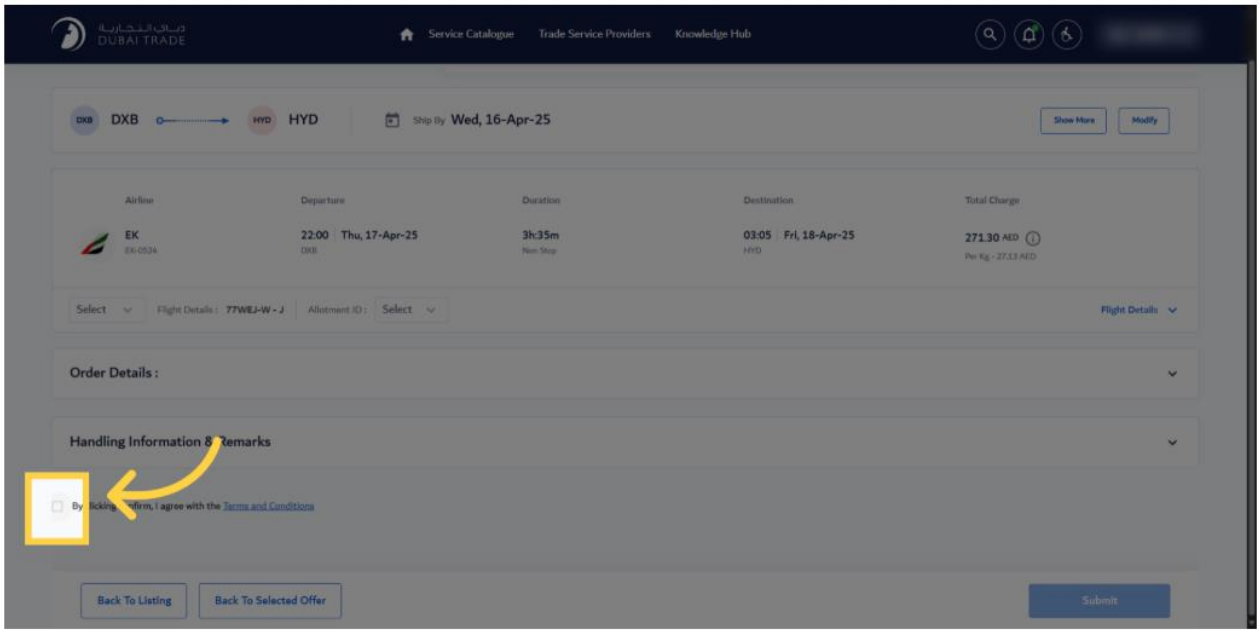
Access the Terms and Conditions section and acknowledge.



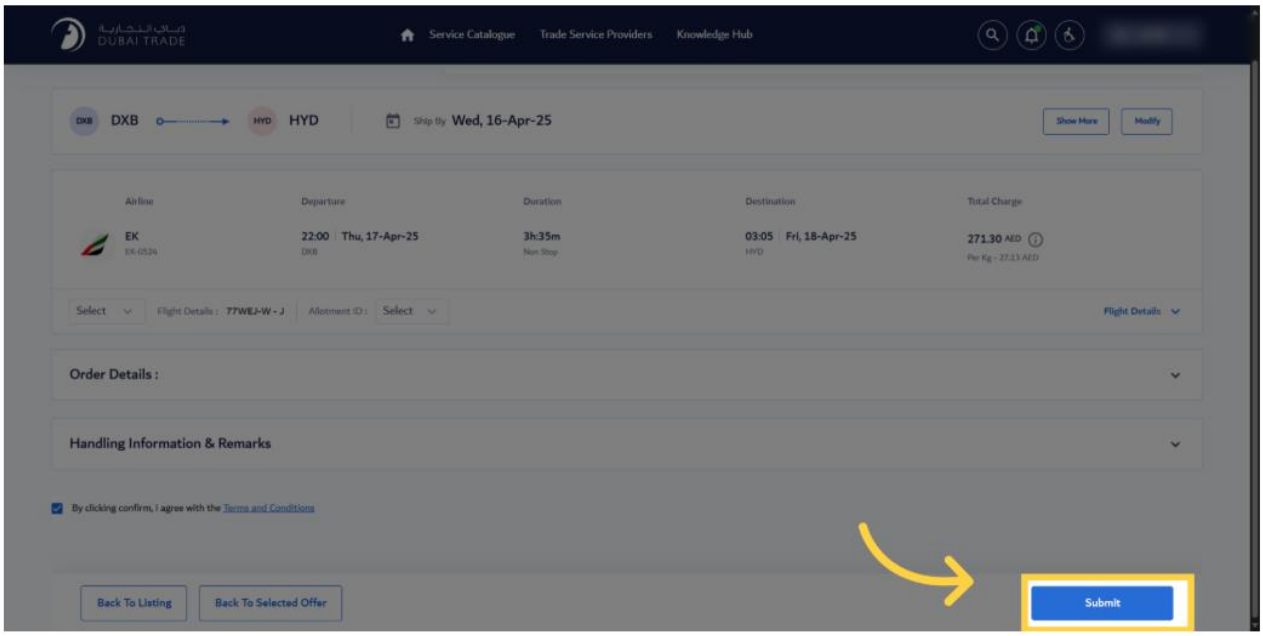
Acknowledge that you have read and understood.



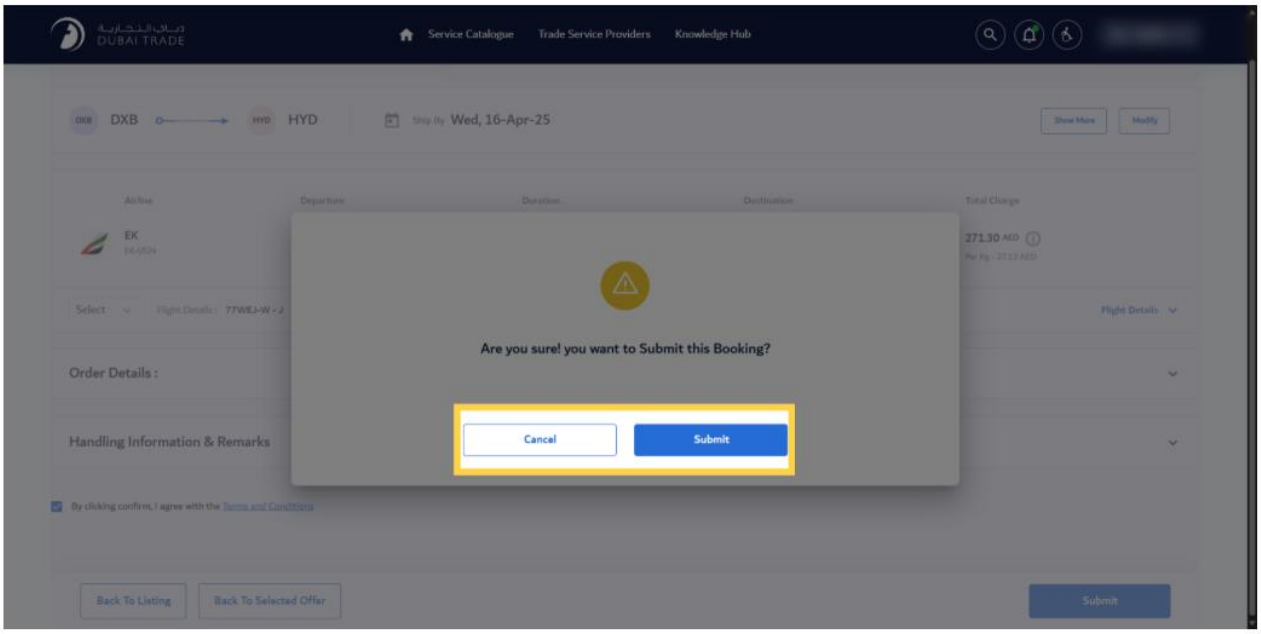
Tick the box to proceed.



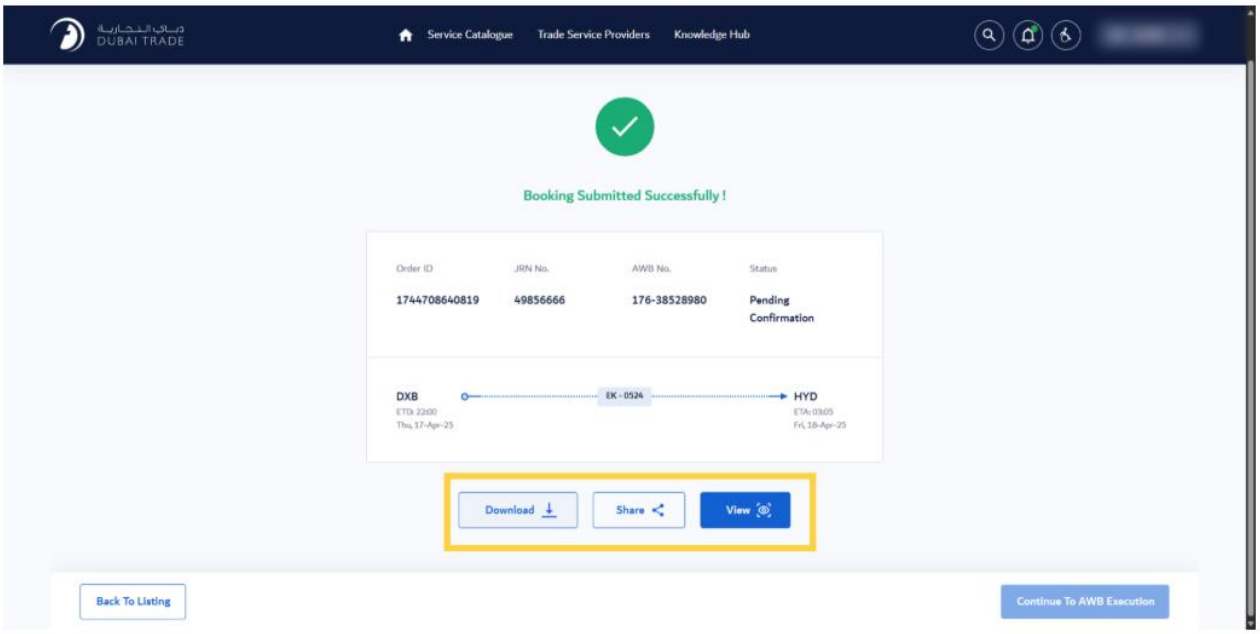
Click on Submit when you are finished.



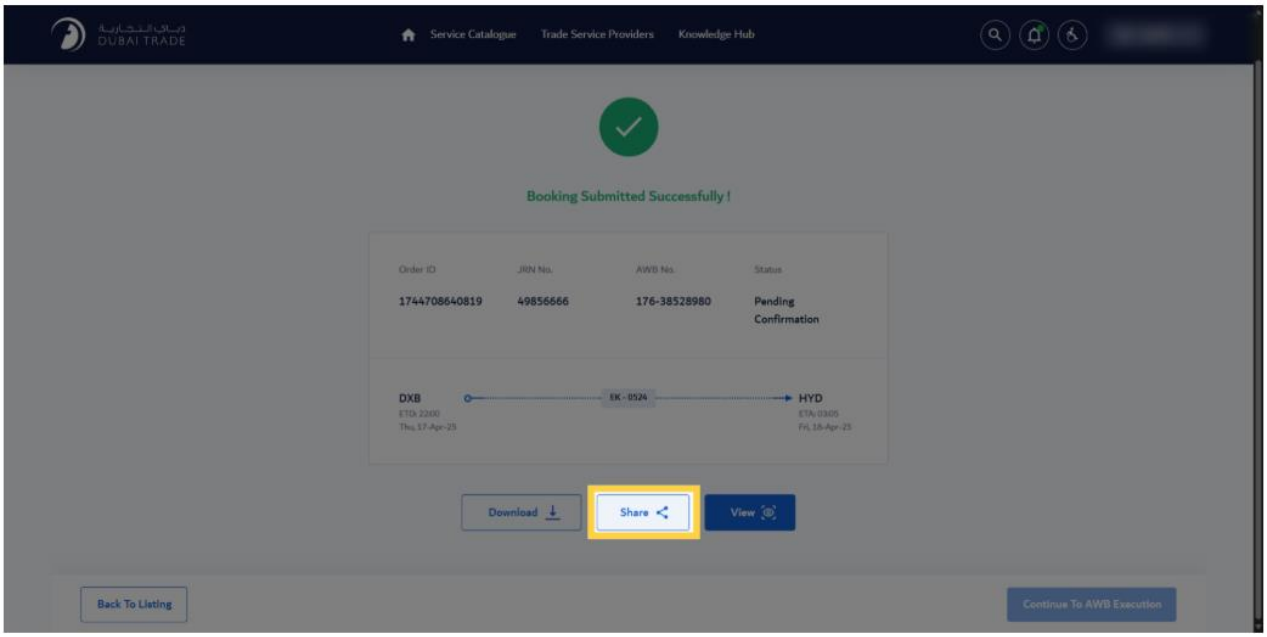
Choose **Submit** to complete the booking or **Cancel** to go back.



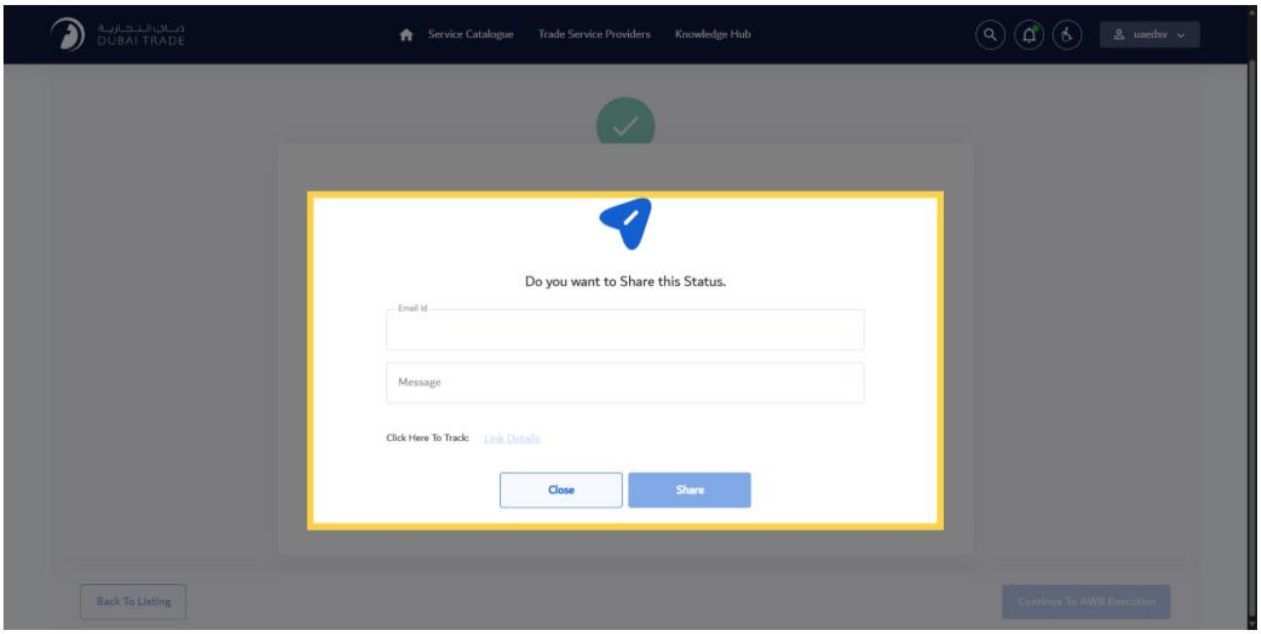
A booking confirmation will be displayed. You can download in pdf format, share by email or review the information.



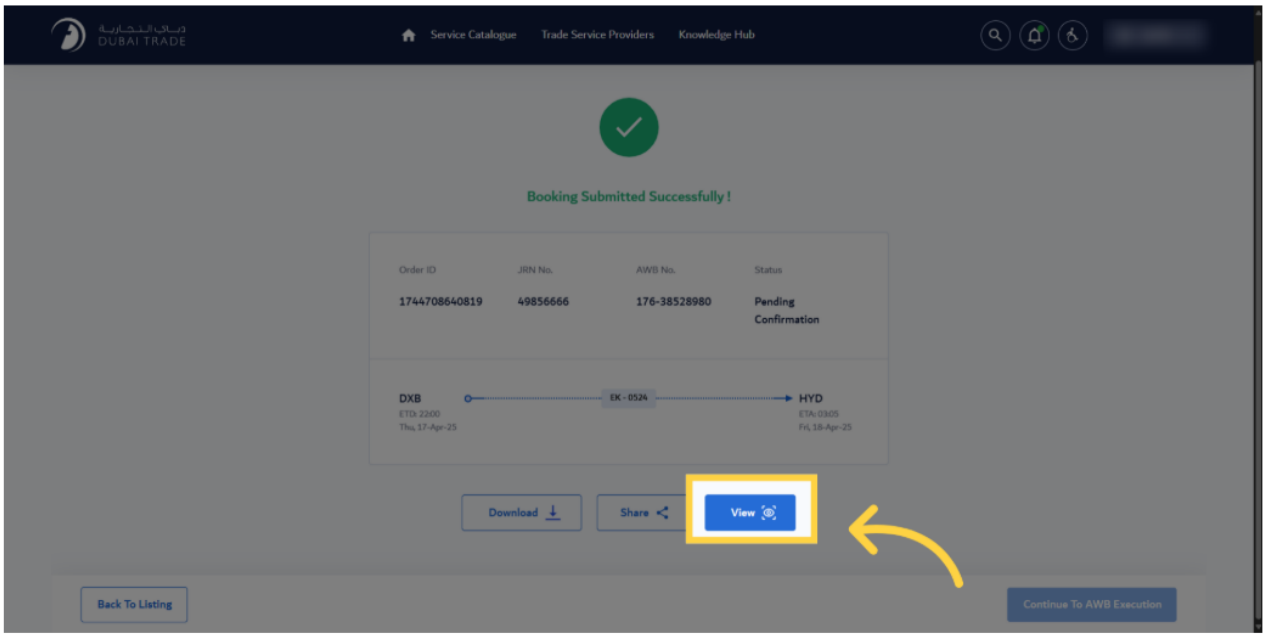
Click share to send the information by email.



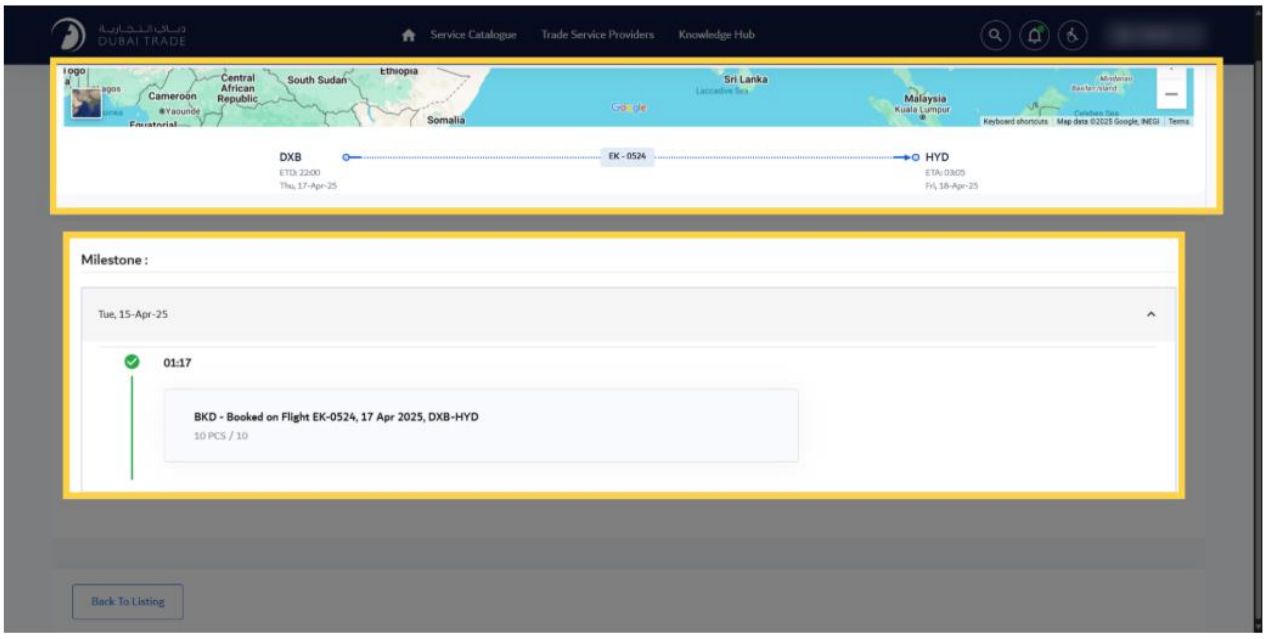
Enter the recipient's email address and your message. Once done, click on the Share button or close to go back.



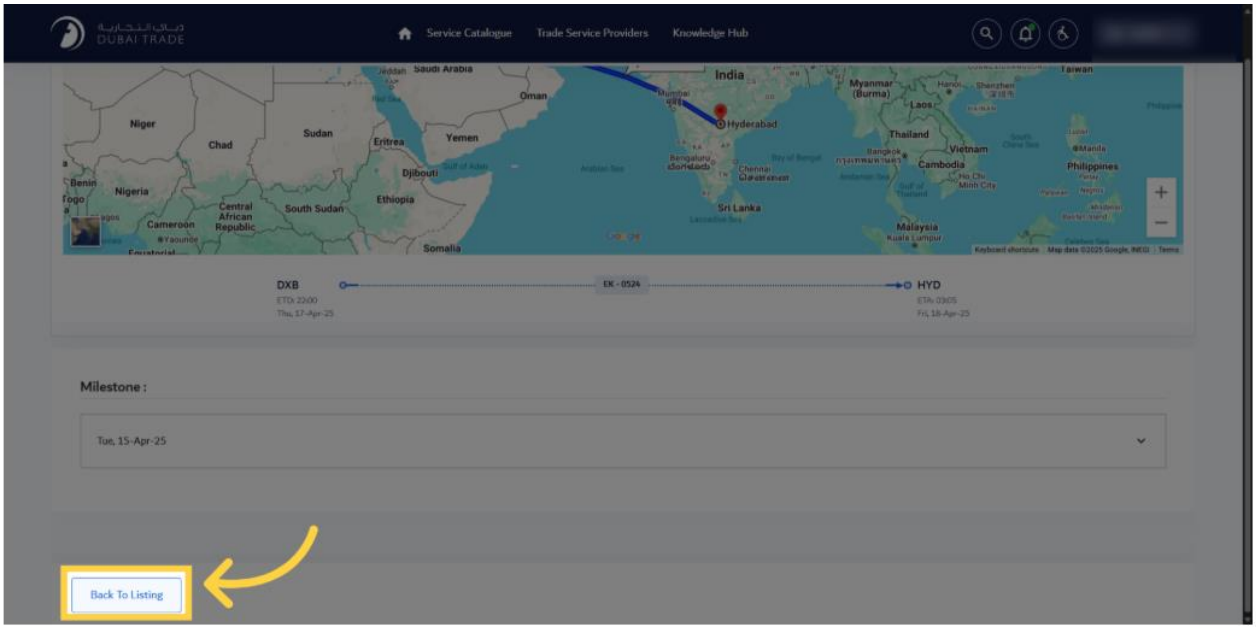
Review the information by clicking on View.



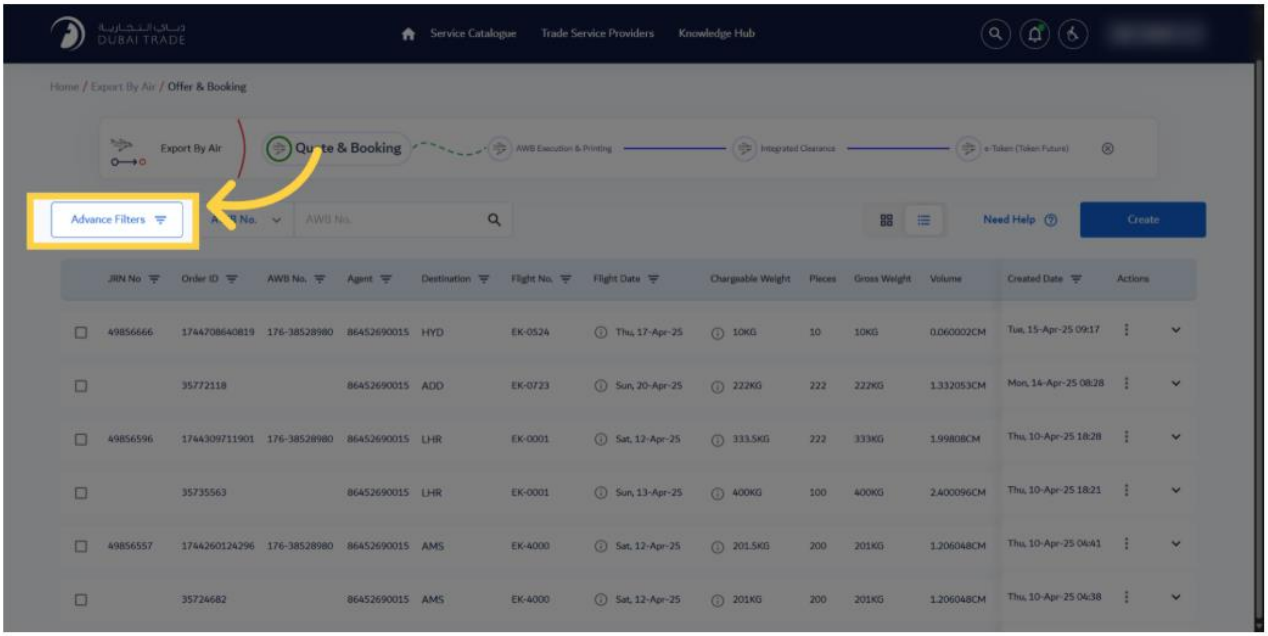
Select the provided option.



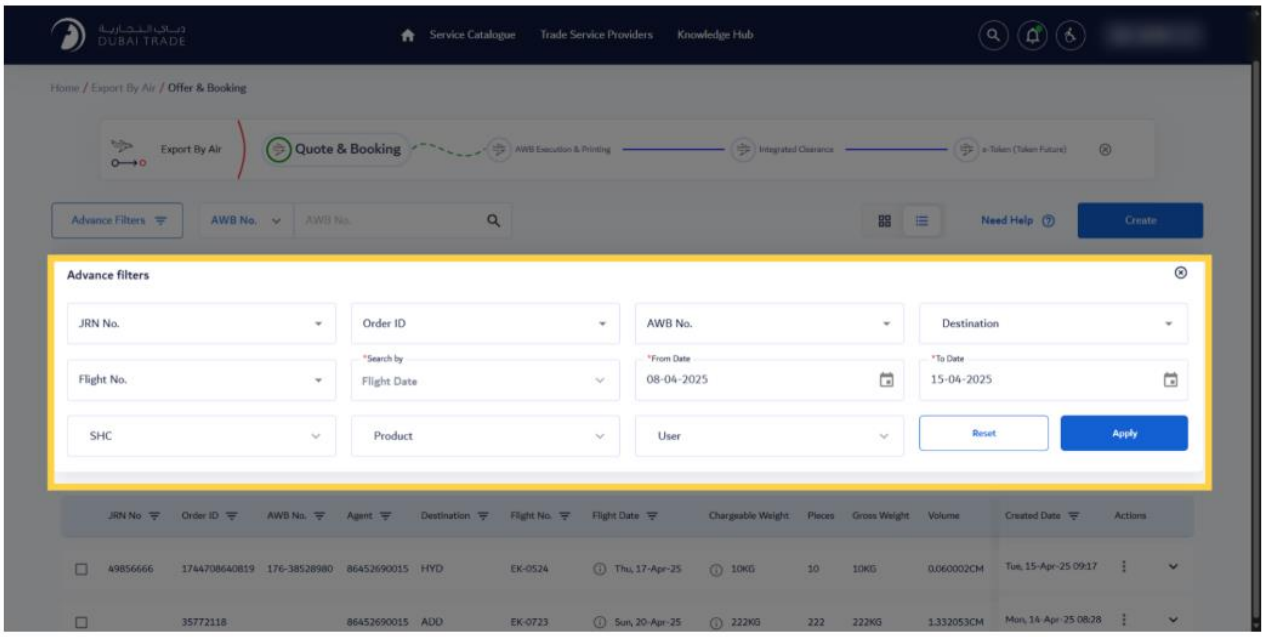
Click on this button to return to the listing.



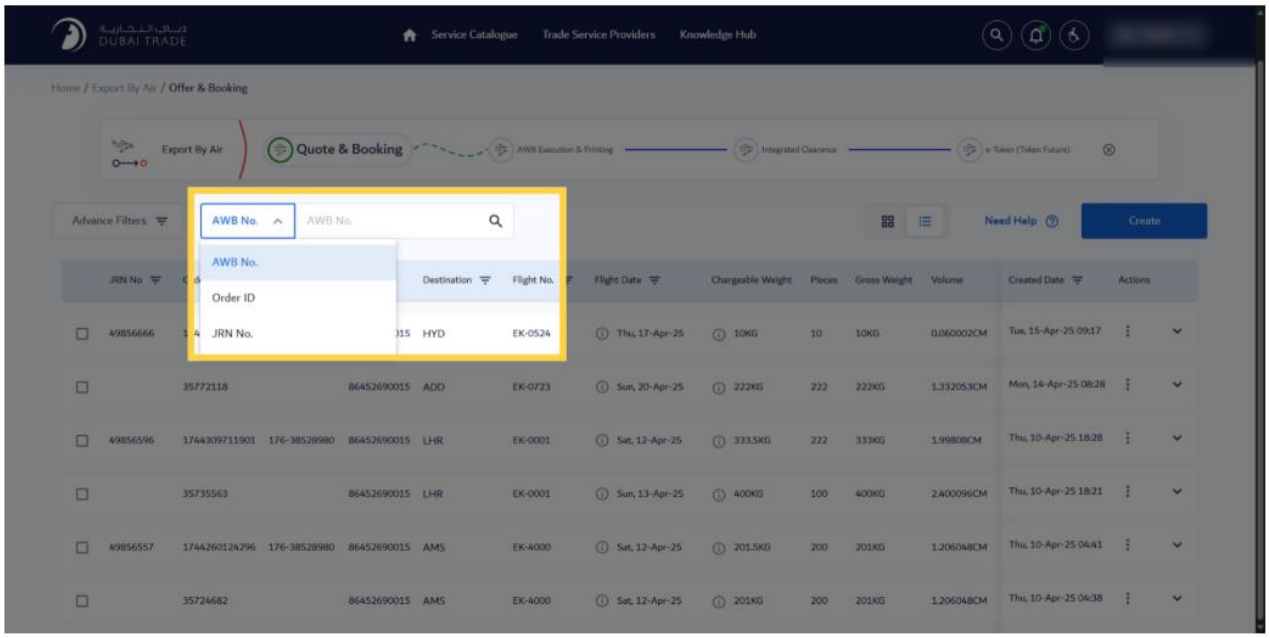
On the listing page, you can search using the Advance Filter search.



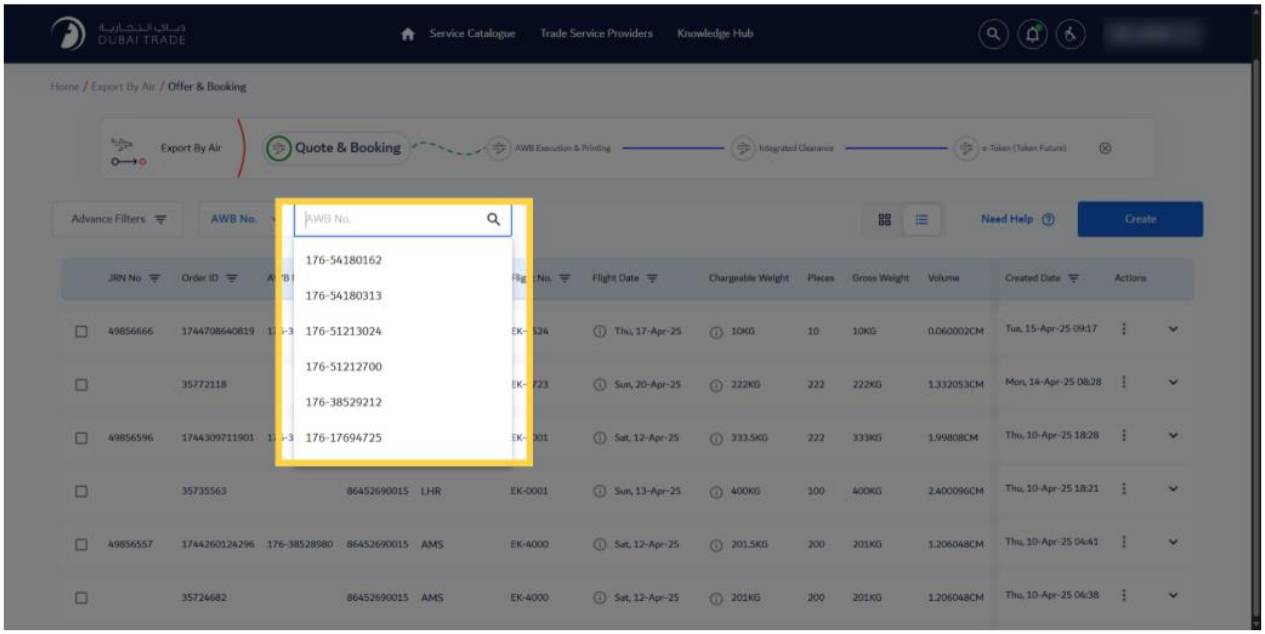
Enter the search criteria then click on "Apply".



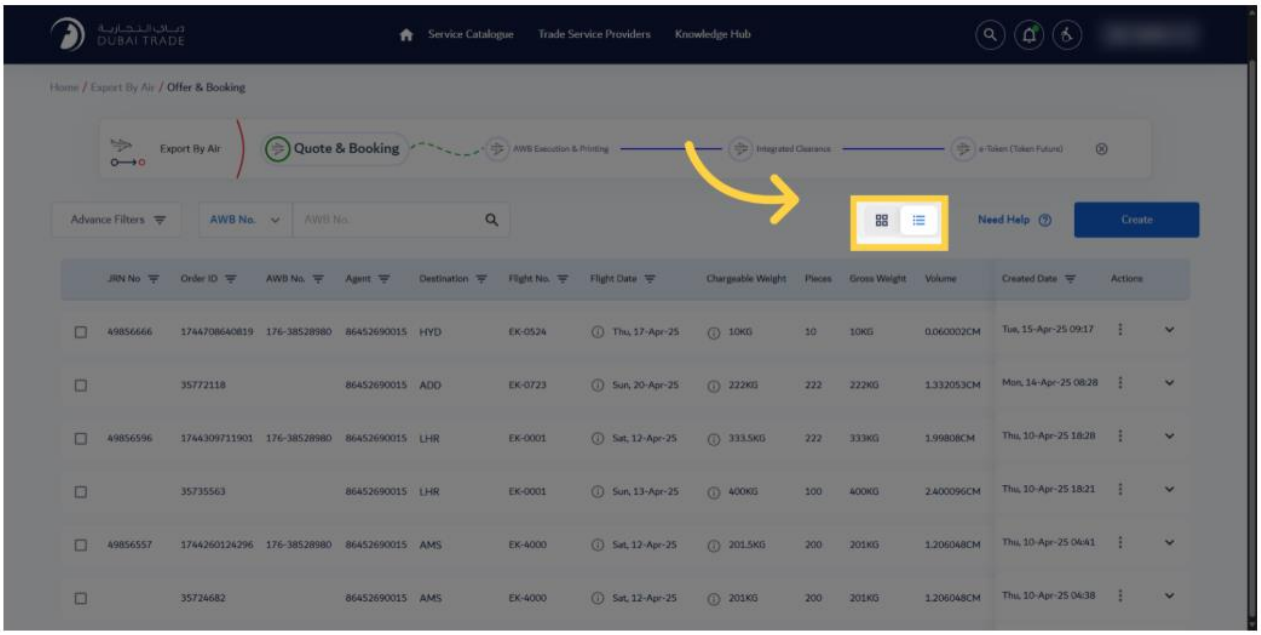
You can also search by **Airway Bill number**, **Order ID** or **JRN (Job Reference Number).**

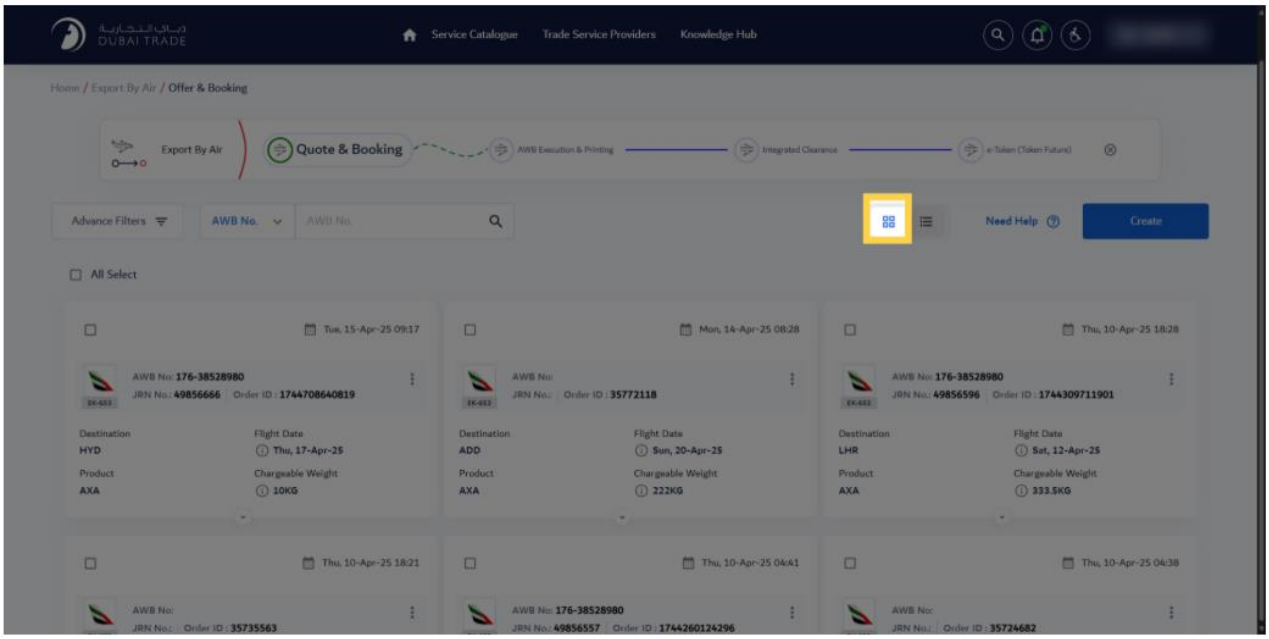


Access the "AWB No." section.

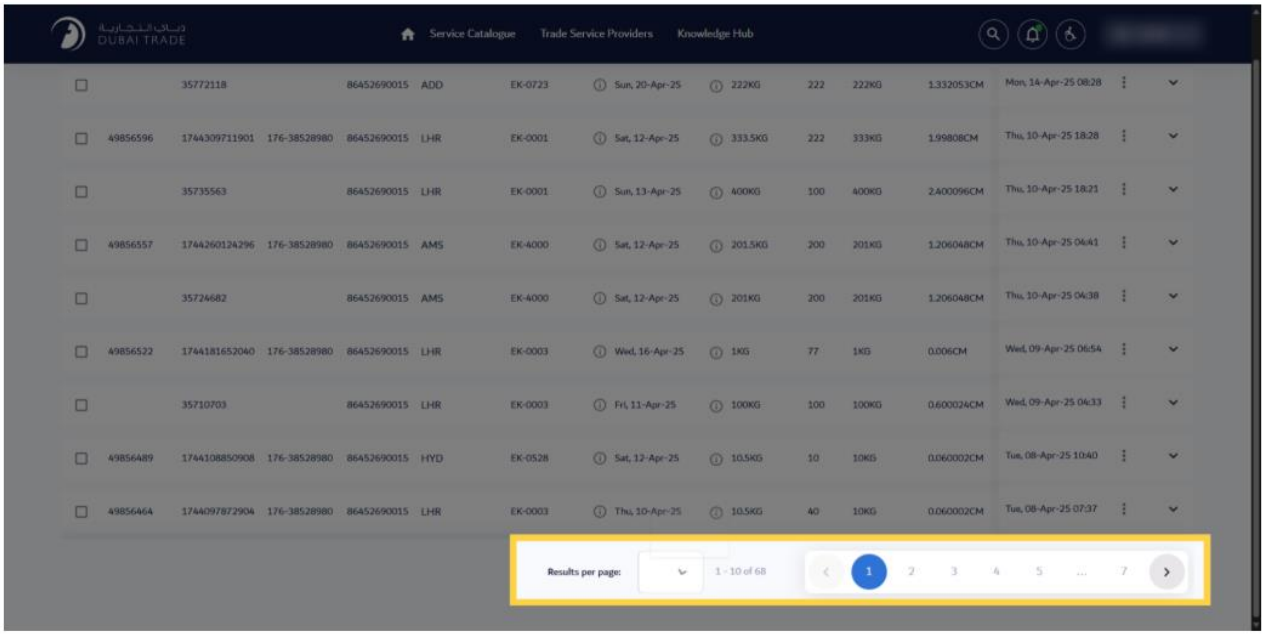


You also have an option to view by Grid or List view.

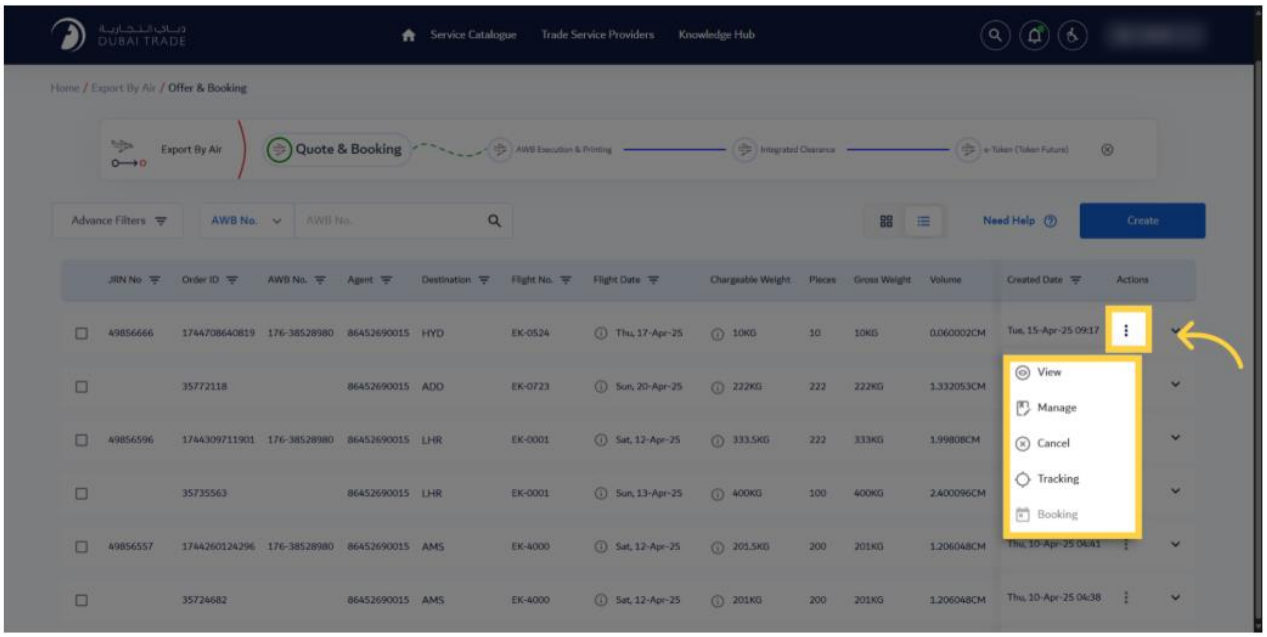




To view all your drafts or bookings, you can navigate to multiple pages at the bottom of the page.



Click on the action icon to "**View**", "**Manage**", "**Cancel**" or "**Track**" a particular record.



The guide covers a range of actions on the Dubai Trade platform, from initiating the login process to submitting and managing EK bookings. By following these engaging instructions, you can effectively navigate the process within the application.